

1 9 9 8 BOARD MINUTES MANUAL

ACGO

Board Meeting Dates

1998

Meetings are held at 7:00 P.M. at the Rensselaer Library
unless otherwise noted

Monday, January 19 (third Monday)
Agency Librarians' Report

Monday, February 9

Monday, March 9

Monday, April 13

Monday, May 11 (at DeMotte)

Monday, June 8

Monday, July 13

Monday, August 10

Monday, August 31 (Special Budget meeting)

Monday, September 14 (at Wheatfield)
Children's Specialists Report

Monday, October 12

Monday, November 9
Technical Services & System Administrator's Reports

Monday, December 21



☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

1998 Board Members Phone Term Expires Appointed By

President:
Barbara Leestma [redacted] December 31, 1998 Co. Commissioners
[redacted]

Vice-President:
Roger Walstra [redacted] August 2, 1999 Pres. KV & West Central
[redacted] School Boards

Secretary:
Donald Abel [redacted] May 9, 2002 Rensselaer Central
[redacted] School Board

Treasurer:
Anne-Marie Egan [redacted] May 9, 2001 Rensselaer Central
[redacted] School Board

Joan Floyd [redacted] December 31, 1999 County Commissioners
[redacted]

Mark Heinig III [redacted] December 31, 2001 County Council
[redacted]

James Staton [redacted] June 30, 2000 County Council
[redacted]

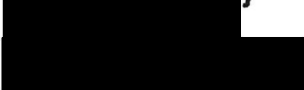
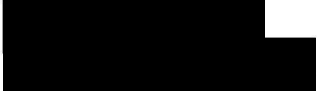


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President: Barbara Leestma 		December 31, 1998	Co. Commissioners
Vice-President: Roger Walstra 		August 2, 1999	Pres. KV & West Central School Boards
Secretary: Marv S. Dugaleby 		December 31, 1999	County Commissioners
Treasurer: Anne-Marie Egan 		May 9, 2001	Rensselaer Central School Board
Donald Abel 		May 9, 2002	Rensselaer Central School Board
Mark Heinig III 		December 31, 2001	County Council
James Staton 		June 30, 2000	County Council



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Appointed By

President:

Barbara Leestma

December 31, 1998

Co. Commissioners

Vice-President:

Mary Linda Casey

May 9, 1998

Rensselaer Central
School Board

Secretary:

Mary S. Dugaleby

December 31, 1999

County Commissioners

Treasurer:

Anne-Marie Egan

May 9, 2001

Rensselaer Central
School Board

Mark Heinig III

December 31, 2001

County Council

James Staton

June 30, 2000

County Council

Roger Walstra

August 2, 1999

Pres. KV & West Central
School Boards

JASPER COUNTY PUBLIC LIBRARY EMPLOYEE NAME & ADDRESS LIST

<u>Employee Name</u>	<u>Job Title</u>	<u>Address</u>	<u>City, State, Zip</u>	<u>Telephone</u>
BAGGERLY, Amber	Page - R			
BEEDLE, Marlene	Library Asst. 2 - D			
BOER, Erin	Page - D			
BRADLEY, Michelle Heeke	Agency Librarian 2 - R			
BROWN, Glenda	Ref. Library Specialist I-R			
CARR, Renee	Library Asst. 2- D			
CAVINDER, Rachael	Clerk - D			
COLVIN, Valerie	Clerk - R			
DAUGHERTY, Lynn	Library Director			
EVERS, Jennifer L.	T.S. Librarian			
FAGEN, Charlotte	Children's Specialist 2 - D			
FILSON, Stephanie	T.S. Library Assistant 2			
GUDEMAN, Kelly	Page - R			
HESTERMAN, Sandi	Lib. Asst 1 - W			
HOWARD, Rose	Janitor - D & W			
HUHN, Trisha	Page - R			
JUNG, Gail	Bus. Manager/Adm. Asst-R			
KOOY, Diana	Agency Librarian 1 - W			
PANDA, Joan	Library Assistant 2 - D			
KROS, Diane	Library Specialist 2- W			
MAXWELL, Sheila	Systems Administrator - R			
MAYS, Kris	Library Assistant 1 -R			
OPOLSKI, Diane	Library Assistant 1-W			
PLANT, Nathan	Clerk - R			
REAGAN, Jackie	Librarian 1- R			
RUSHER, Lisa	Lib. Asst 2/Asst.Bookkeeper -			
SCHULENBERG, Sharon	Spec.Services Librarian-R			
SPEACHT, Nanette	Page - W			
STANDISH, Jack	Janitor/Maintenance - R			
STRINGFELLOW, Patty	Library Asst. 2- R			
TACHTIRIS, Jill	Ref. Library Specialist I - D			
THOMPSON, Linda	Clerk - W			
VAN KLEY, April	Page - D			
VIROK, Rosie	Clerk - R			
VIS, Ginger	Janitor-W/D; Page-D			
WHITED, Amber	Library Assistant I - R			
WOODS, Margaret	T.S. Library Specialist 1			
YENTES, Denise	Page - R			
YORK, Leanne	Agency Librarian 2- D			
LEESTMA, Barbara	BOARD PRESIDENT-1998			
PAGER	COMPUTER EMERGENCIES			

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BROWN, Glenda	Ref. Library Specialist I-R			
CARR, Renee	Library Asst. 2- D			
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COLVIN, Valerie	Page - R			
COPLEY, Justin	Clerk - R			
DAUGHERTY, Lynn	Library Director			
EVERS, Jennifer L.	T.S. Librarian			
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HOWARD, Rose	Janitor - D & W			
HUHN, Trisha	Page - R			
HUNG, Gail	Bus. Manager/Adm. Asst-R			
JOY, Diana	Agency Librarian 1 - W			
KOPANDA, Joan	Library Assistant 2 - D			
KROS, Diane	Library Specialist 2- W			
MAXWELL, Sheila	Systems Administrator - R			
MAYS, Kris	Library Assistant 1 -R			
OPOLSKI, Diane	Library Assistant 1-W			
PLANT, Nathan	Clerk - R			
REAGAN, Jackie	Librarian 1- R			
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LEESTMA, Barbara	BOARD PRESIDENT-1998			

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COPLEY, Justin	Clerk - R			
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KALUF, Amber	Page - D			
KINGMAN, Erin	Page - R			
KOOY, Diana	Agency Librarian 1 - W			
KOPANDA, Joan	Library Assistant 2 - D			
KROS, Diane	Library Specialist 2- W			
WIS, Sharon	Clerk - R			
MAXWELL, Sheila	Systems Administrator - R			
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OPOLSKI, Diane	Library Assistant 1-W			
PLANT, Nathan	Page - R			
REAGAN, Jackie	Librarian 1- R			
RUSHER, Lisa	Lib. Asst 2/Asst.Bookkeeper -			
SCHULENBERG, Sharon	Spec.Services Librarian-R			
SHIDE, Becky	Clerk - R			
SPEACHT, Nanette	Page - W			
STANDISH, Jack	Janitor/Maintenance - R			
STRINGFELLOW, Patty	Library Asst. 2- R			
TACHTIRIS, Jill	Ref. Library Specialist I - D			
THOMPSON, Linda	Clerk - W			
VAN KLEY, April	Page - D			
VIS, Ginger	Janitor-W/D; Page-D			
WAKELAND, Susan	Page - R			
WHITED, Amber	Library Assistant I - R			
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LEESTMA, Barbara	BOARD PRESIDENT-1998			

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CARR, Renee	Library Asst. 2- D			
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COPLEY, Justin	Clerk - R			
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KROS, Diane	Library Specialist 2- W			
LEWIS, Sharon	Clerk - R			
MCWELL, Sheila	Systems Administrator - R			
MAYS, Kris	Library Assistant 1 -R			
McKEE, Sarah	T.S. Librarian - R			
OPOLSKI, Diane	Library Assistant 1-W			
PLANT, Nathan	Page - R			
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THOMAS, Brenda	Page - W			
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1998 Budget

1 PERSONAL SERVICES

1.1 Salaries and wages

1.11	Salary of librarian	\$43,056
1.12	Salary of Assistants	\$528,082
1.13	Wages of Janitor	\$34,957

1.2 Employee benefits

1.21	Employer: FICA	\$46,366
1.22	Unemployment Comp	\$3,845
1.23	Employer: PERF	\$25,401
1.24	Employer: Group Insur.	\$16,800

1.3 Other personal services

1.31	Other personal services	\$1,500
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Total Personal Services

\$700,007

2 SUPPLIES

2.1 Office supplies

2.11	Official records	\$1,200
2.12	Stationery/printing	\$700
2.13	Other office supplies	\$5,200

2.2 Operating supplies

2.21	Cleaning/sanitation	\$3,700
2.22	Fuel/oil/lubricants	\$20
2.23	Other operating supplies	\$4,000

2.3 Repair/maintenance supplies

2.31	Building materials	\$1,500
2.32	Painting supplies	\$300
2.33	Repair parts	\$500

2.4 Other supplies

2.41	Library supplies	\$5,500
2.42	Automation supplies	\$4,300

Total Supplies

\$26,920

3 OTHER SERVICES/CHARGES

3.1 Professional services

3.11	Consulting services	
3.12	Engineer/Arch Services	
3.13	Legal services	\$2,500
3.14	Other profess. services	\$9,400

3.2	Communication/Transportation	
3.21	Telephone	\$12,000
3.22	Postage	\$6,650
3.23	Traveling expenses	\$5,000
3.24	Professional mtgs	\$6,500
3.25	Freight/Express	\$50
3.26	Network expenses	\$17,600
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$1,000
3.32	Printing (not offc. supply)	\$200
3.4	Insurance	
3.41	Official bonds	\$310
3.42	Other insurance	\$18,000
3.5	Utility services	
3.51	Gas	\$27,000
3.52	Electricity	\$51,000
3.53	Water	\$1,000
3.54	Waste disposal service	\$2,500
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$35,000
3.62	Equipment	\$7,000
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$225
3.91	Dues	\$2,400
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	
3.94	Transfer to LIRF	\$50,000
3.95	Service contracts	\$10,000
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$0
3.98	Maintenance contracts	\$28,000
	Total Other Services/Charges	\$293,455
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	
4.4	Furniture/equipment	\$36,000
4.5	Other capital outlays	
4.51	Books	\$145,000
4.52	Periodicals,newspapers	\$38,000
4.53	Nonprint materials	\$36,000
	Total Capital Outlays	\$255,000
	FUND TOTAL	\$1,275,382

Holiday Schedule 1998

The Libraries will be closed on the following days:

New Year's Day: Thursday, January 1*
Memorial Day: Monday, May 25
Independence Day: Saturday, July 4
Labor Day: Monday, September 7
Thanksgiving: Thursday, November 26
Christmas Eve: Thursday, December 24
Christmas Day: Friday, December 25
New Year's Eve: Thursday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Six employees will receive a paid holiday in the month of the anniversary of their employment at JCPL.

MEMORANDUM

1998 Board Committee Appointments

Update 1/5/98

Budget Committee: Mary Duggleby, Anne-Marie Egan, Roger Walstra

Policy Committee: Mary Linda Casey, Barbara Leestma, Roger Walstra,
Mark Heinig III

Nominating Committee: Barbara Leestma, Jim Staton, Mark Heinig

Director Evaluation: Mary Duggleby, Anne-Marie Egan, Jim Staton

*Committee chairmen are indicated by underline.

Jasper County Public Library Five-Year Plan 1995-1999

In 1994, the Library staff and Board gathered statistical background information and conducted three surveys to help them plan for meeting the community's needs and desires. A Planning Committee of Board members, two staff members and the Director met in retreat to assess the information gathered and to develop the Library's Mission Statement and Goals. This statement and these goals were then formally adopted by the Library Board.

Task forces of staff were created to develop objectives and action plans to meet the approved goals. The following plan reflects the Library Board and staff's plan to meet the needs of the JCPL service district for the next five years.

Goal 1

Ensure that the library is providing its communities with well-trained, experienced, service-oriented personnel to meet users' needs effectively and promptly, by regularly reviewing staff size, compensation, benefits and training.

1. Review and upgrade staff training procedures

1.1. Study training techniques of other libraries and review JCPL present training schedule for useful elements by March 1997. **Done**

1.2. Compose a basic training schedule, as well as an advanced training schedule for Library Assistants/Specialists, by May 1997. **Done**

1.3. Implement new training schedules, by June 1, 1997. **Training schedule for new employees implemented.**

2. Offer competitive wages.

2.1. Examine salary scales for area libraries, businesses, schools and government agencies, by October 15, 1995. **Done**

2.2. Have Agency Librarians and staff update job descriptions to more closely reflect job responsibilities, by November 1, 1995. **Done. Rewriting of job descriptions will be done again in 1998.**

2.3. Recommend to Board an upgrade in salary scale if necessary to ensure it is commensurate with classification levels, and competitive with area salaries, by April of 1996. **Done**

2.4. In each succeeding year, job descriptions will be updated each November and area salary scales will be reviewed the following February. The Committee will then determine whether to recommend that the Board upgrade the salary scale in April. **Job descriptions**

updated each November. Salary scales are not reviewed each February. Board action set a sliding scale for each year through 2000. Plans are to review this scale in 2000. Meanwhile, adjustments are made only when reevaluating or adding a classification.

3. Review and upgrade employee benefits.

- 3.1. Examine benefit packages for area libraries, schools and government agencies, by October 15, 1995. **Done.**
- 3.2. Survey staff to determine insurance and benefit needs, by November 1995. **Done.**
- 3.3. Investigate insurance policies available through Jasper County agencies, determining the feasibility of participation by JCPL in Jasper County's insurance plan, by February 15, 1996. **Not feasible to participate in Jasper County plan.**
- 3.4. The staff committee and the Director will make recommendations to the Board on insurance and a benefits plan, in April 1996. **Benefit package adjusted. Decision made not to change insurance carrier. Decision on joining state health plan will be made early 1998.**

4. Review and upgrade staffing needs at each library.

- 4.1. Evaluate peak times, staffing, circulation, and library usage at each branch, by October 1997. **1998 project**
- 4.2. Budget for extra staff hours during especially busy periods (summer reading, etc) and unexpected staff shortages, by March 1, 1998. **Added staff (1997) for evening hours for computer aid, etc. In the summer these hours can be used for summer reading. Hours for floaters not added, but normal staff attrition generally allows some leeway for extra hours for staff in times of emergency.**
- 4.3. Determine and implement staffing changes where necessary, to meet patron needs, by April 1998. **1998 project**

5. Raise staff morale

- 5.1. Study ways other libraries, businesses, schools, and government agencies motivate staff, by March 1998. **1998 project**
- 5.2. Select and implement various methods of raising staff morale, by April 1998. **In process. Holiday given to those celebrating 5th, 10th, etc. anniversaries beginning 1997.**

Goal 2

Increase library use by 10% per year.

- 1. ***By June 1995, this goal committee, consisting of one staff member from Wheatfield, two from DeMotte and two from Rensselaer, will decide how to fairly measure library use. Done.*** Changes in statistical measuring of library use were

made. The monthly report now includes such measures as tax forms distributed, walking book visits made, etc. Use (excluding circulation of materials) increased only .6% from 1995 to 1996, while circulation increased 4%. In 1997, use increased 18%, while circulation increased 4% over the previous year.

2. *Increase audio, video and popular book titles.*

2.1 Establish a lease book task force by March 1995 to investigate increasing popular lease book titles. **Staff decided not to increase subscription sizes. However, we now lease both books on tape and CD ROM software to meet patron demand.**

2.2 Agency librarians and/or technical service staff will explore ways to purchase paperbacks, romances and westerns for circulation by January 1996. **Done. Special collections are displayed prominently in each library and are popular.**

2.3 Beginning in 1995, purchase audio and video materials on a monthly basis. **Done.**

3. *Market library materials and services.*

3.1 Continue staff training to actively and courteously promote various materials and services. **Continuing activity**

3.2 Advertise books by genre, author, subject, using such devices as book displays and bookmarks, at the circulation desk and inside books. **Continuing activity in each library.**

3.3 Restructure the walking books program to accommodate various material types. Market the program and address staff concerns by October 31, 1995. A staff member from each branch will be designated to serve on a committee to restructure the program. **Restructured. Marketing continues. In 1995 we made 15 Walking Book visits, in 1996-66, in 1997-69.**

3.4 Examine the feasibility of funding possibilities, grants, etc., to start a "books by mail" program by the year 2000. **Not done**

3.5 Continue programming in-house and to other area organizations. **A change in emphasis will result in fewer in-house adult programs in some libraries. Instead, libraries are concentrating on Internet training for the public and training in use of the library's resources. Some type of book discussion program will be offered at both DeMotte and Rensselaer. Other than these types of programs, community needs will determine the kind of programming offered.**

3.6 Investigate alternative marketing techniques such as: a booth at the fairgrounds, community festivals, registration campaigns, etc., by December 1997. **Library had a booth at Little Cousin Jasper in 1997. Plan a one day booth at Little Cousin Jasper and a booth at the Van Rensselaer Craft Sale. Committee is considering additional options for 1998.**

3.7 Explore the use of newspapers and radio to promote the library and its services by December 1998. **In process**

3.8 Continue training the public on available technology and its use in the library. **Training is ongoing in all libraries on Internet. All libraries plan to train on CDROM also in 1998.**

4. Allow patrons the use of Galaxy individual access modules.

4.1 Assign PIN numbers immediately to allow patrons to use the individual access module by January 1995. **Done.**

4.2 Begin to investigate patrons' use of the reserve feature by June 1995. **Reserve feature enabled.**

Goal 3

Supply answers to 90% of information requests within 24 hours.

1. Develop a method to measure the percent of requests answered.

1.1. Create a committee to develop the method of monitoring filled and non-filled reference questions by February 1995. This method should be established by mid-July 1995 (the method should be in conjunction with Reference Count Week.) **Done.**

1.2. Everyone will record non-filled questions as a guide for developing future resources by February 1995. (Notebook at the circulation desk should be supplied. This notebook will also aid the person in charge of acquisitions to select references needed.) **Done.**

2. Use resources of other libraries (system-wide and others)

2.1. Contact St. Joseph's College Library to determine how our libraries can best access their government documents, how patrons may access government documents on their own and what documents are available by Feb. 1995. **Done.**

2.2. By May 1995, talk to St. Joseph's College Library about the possibility of their staff doing reference searches of Internet on a fee basis for our patrons. **This is now considered a service our own staff should provide to our patrons**

2.3. Investigate various Internet access options and secure some level of access for staff by December 1995. **Done**

2.4. Investigate the feasibility of expanding access to Internet to include patron usage by December 1996. **Done**

2.5. Investigate development of CD ROM networks which include JCPL and other schools, colleges to determine cost and legal procedures, by January 1998. **Wide area network connecting our libraries is operational. Cost of T-1 lines must drop before it is feasible to network CDROMs on WANs. Schools are not yet networked, so a wider network is not yet possible.**

3. Improve JCPL reference resources. Investigate cost, availability and practicality of obtaining the following: (a specific list of databases followed.) A report should be made 2 months after an assignment is given. All considerations should be made by January 1996.

Staff committee evaluates various CD ROM reference databases regularly, determining which should be purchased or leased. Ongoing activity.

2. *By August 1995, a plan will be developed for the sharing of such resources as puppets, posters, exhibits, displays and programs. Those developing this plan will include the three children's specialists, and one person from DeMotte and Rensselaer chosen by their Agency Librarians.* Done. A filing system was created and materials are shared between buildings.

2.1 Media Minds will be approached by the children's specialists to tackle the possibilities of sharing the above resources as well as materials by the fall meeting of 1995. **Not done yet.**

3. *Supervisors will encourage and facilitate the specialization of staff members, encouraging growth in specific areas according to individual abilities and the library's needs.*

3.1 All staff, except clerks and pages, should attend at least one workshop in their special area of interest each year. **Ongoing.** In 1996 and 1997, every staff person above the level of clerk (and some at the page or clerk level) attended one or more off-site continuing education programs (average: 5.4 programs in 1996, 3.8 in 1997) Many of these centered around the Internet and computer literacy.

3.2 Supervisors will ensure that each staff member, except clerks and pages, will meet with counterparts within their specialized area at least once a year to share ideas and acquaint themselves with comparable resources in other libraries within the JCPL system. In 1996, each staff person arranged to meet with her counterpart in another branch or with persons in another specialized area of the library to learn what part that person (or department) had in the working of the library as a whole. This did not occur in 1997. We will plan it again for 1998.

3.3 Staff members should be encouraged to attend counterparts groups in their special area of interest outside of the JCPL system, if such groups exist. Youth specialists met with a northwest Indiana Children's Counterpart group. A circulation counterparts group, and a system administrator counterparts have now been formed in NW Indiana and staff have attended these meetings. A Technical Services Counterparts group has not yet had its first meeting. The Director continues to meet with the northwest Indiana Directors' group.

3.4 While all assistants and specialists will learn the basics of all public service areas, priorities will be set for added learning in specialized areas. **During the evaluation process, continuing education goals for the coming year are set for each employee. In most cases, employees with guidance from supervisors worked on meeting these goals.**

3.5 By January, 1996, consider the addition of a part-time computer assistant at DeMotte and Rensselaer to help public and staff in using nonprint equipment and databases. **Not done.** In 1996, specific staff were appointed at each library to help troubleshoot computer problems. They were given continuing education opportunities to aid them in this task. Technical Services Librarian and Technical Services Assistant also gave this type support. In 1997, extra hours were added at each library to ensure that sufficient staff would be available to help patrons use computers.

LIBRARY POLICY REVIEW SCHEDULE 1998

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	Board Code of Ethics	147
	General Policy Statement	91
	Circulating CD ROM Policy	165
February:	Bylaws	81-86
	FMLA (Family and Medical Leave Act)	new
	Circulation Policy	161
March:	Walking Book Policy	167
April:	Personnel Policy	109-119
May:	Computer Use Policy	123
	Reference Policy	135
June:	Study Room Use Policy	129
	Reciprocal Borrowing Policy	159
July:	Public Records Policy	99-100
August:	Food, Tobacco & Alcohol Policy	157
	CD ROM Workstation Use Policy	153
September:	Holiday Policy	127
	Library Behavior Policy	141
October:	No policies reviewed	
November:	Meeting Room Policy	101-103
December:	No policies reviewed	

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LIBRARY POLICY REVIEW SCHEDULE 1999

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January	Circulating CD ROM Policy	165
February:	Staff Code of Ethics	149
	Internet Acceptable Use Policy	151
	Circulation Policy	161
March:	FAX Machines Policy	125
	Staff Complaint Policy	146
April:	Personnel Policy	109-119
May:	Audiovisual Equipment Loan Policy	105
	Videocassette Policy	107
June:	Sexual Harassment Policy	139
	Public Forum Policy	137
July:	Public Relations/Information Policy	121
August:	Art Exhibit/Display Case Use Policy	131-132
	Bulletin Board Policy	133
September:	Board/Staff Privileges	143-145
October:	No policies reviewed	
November:	Materials Selection Policy	93-96
	Microform Reader/Printer Policy	155
December:	No policies reviewed	

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JAN.

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, January 19, 1998, 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Introduction of board members

Meeting of the Board of Finance

- | | |
|---|-------------|
| A. Election of officers | Action |
| B. Designation of newspapers for public notices | Action |
| C. Annual financial report | Information |
| D. Annual accounting practices | Action |
| E. Adjournment | Action |

General Board Meeting

Board briefing: Financial Report (F 1)	Information
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<u>Approval of Consent Agenda & Consent Agenda Items</u>	Action
---	--------

- | | |
|----------------------------------|--|
| A. Minutes (R 1) | |
| B. Bills/Financial Reports (F) | |
| C. Annual salary ordinance (R 7) | |
| D. Workshop approval (R 19) | |

General Business

- | | |
|--|-------------|
| A. Agency Librarians presentation | Information |
| B. Board development concerns (R 20, R 22) | |
| Prospective board members | Discussion |
| Board development workshops | Discussion |
| NILBA dinner plans | Discussion |
| C. Health Insurance (R 20) | Action |
| D. NILBA dinner 1/28/98 (R 22) | Information |
| E. Wheatfield Building Task Force (R 21) | Action |

<u>Director's Report</u> (R 19 – R 22)	Discussion
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Items for future Agendas

Public Forum

Adjournment

MINUTES.....December 16, 1997
Jasper County Public Library Board of Directors' Meeting 7:00 PM
Rensselaer Headquarters Library

Present: Mary Linda Casey, Mary Duggleby, Anne-Marie Egan, Barbara Leestma, Robert Souza, James Staton, Lynn Daugherty. Absent: Wilbur Doty. Also in attendance was Roger Walstra, who was appointed to replace Wilbur Doty on January 1, 1998.

Agenda/Consent Agenda Approval: On a motion by A-M Egan, seconded by R. Souza, the Agenda and Consent Agenda items including November Minutes and Bills/Financial Reports, Technology Grant internet connection to OPAC, final Construction Fund interest to BIRF, 1997 Appropriation Transfers/Encumbrances, and Workshop approval for S. McKee, were unanimously approved.

Disposal of Library Equipment: A-M Egan moved to give authorization to L. Daugherty to dispose of items when one item is under \$1000 or a group of items is under \$5000. M. Duggleby seconded the motion. Motion carried.

Board Development: The board requested to have Dave Hurst give a presentation on *Budget 101* for board members. L. Daugherty will contact Mr. Hurst and arrange for a Saturday in February or March for the workshop.

L. Daugherty will also schedule a Dan Cain Workshop for Board Development to be held in May. Other libraries in the area will be invited to co-sponsor, participate, and/or arrange for publicity.

Health Insurance: Information should be available in time for a decision to be made at the January Meeting..

Building Problems: After considerable discussion about the letters of response from Circle "R" Mechanical and Circle Design, and Precision Control's willingness to help cure our HVAC problems which would be hampered by litigation, the board concluded not to pursue further litigation allowing P.C. to continue in this endeavor.

ALA Membership: The board chose not to renew our institutional membership in ALA for 1998, citing the high cost of dues as the primary reason.

Election of Officers: R. Souza moved to accept the slate of officers presented for 1998. M. Duggleby seconded the motion. Motion was approved.

1998 Committees: Board members were appointed to the following committees for 1998:.
Budget: M. Duggleby, A-M Egan, R. Walstra; *Policy:* M.L. Casey, B. Leestma, R. Walstra, & M. Heinig; *Nominating:* B. Leestma, J. Staton, M. Heinig; *Evaluation:* M. Duggleby, A-M Egan, J. Staton.

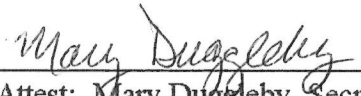
Director's Report: 1998 Holiday Calendar and Board Meeting Date schedules were presented.

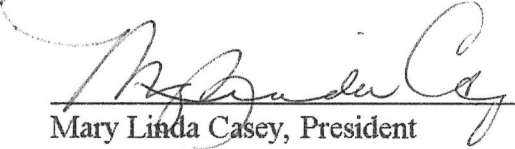
Sarah McKee, Tech. Services Librarian, has contacted and made arrangements for an I.U. professor to conduct an in-house Dewey workshop for Tech. Services staff. She will also instruct in the use of subject headings.

The Universal Service Agreement application provides for discounted telecommunication rates for libraries and schools up to 90%. This includes telephone and data line charges. JCPL has been selected as a site for instruction in completing the applications in January. Area libraries will come on a specified day for this process. While applications will not be submitted until late January or February, the discounts will be retroactive to January 1, 1998.

Items for Future Agendas: Training Programs for volunteers (Jackson County P. L., Seymour, IN)

With no more business to discuss, the meeting was adjourned at 7:50 PM on a motion by R. Souza, seconded by B. Leestma.


Attest: Mary Duggleby, Secretary


Mary Linda Casey, President

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	6.6%	12.7%	0.7%
END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	39830	51167	26383
Total Titles Owned	36252	47057	24525
Daily Avg Circulation	285	319	123
XX			
MONTHLY SYSTEM STATISTICS	1996	1997	% change
Circulation	16149	17455	8%
Jan. to date circulation	261764	271070	4%

R4

CIRCULATION BY PATRON CODE **December 1997**

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	906	14.0%	1088	14.7%	468	17.0%	2462	14.8%
Adult Female (1)	3849	59.5%	3814	51.6%	1606	58.2%	9269	55.8%
Juvenile 0-11 (2)	818	12.6%	1334	18.0%	296	10.7%	2448	14.7%
YA 12-17 (3)	278	4.3%	397	5.4%	109	4.0%	784	4.7%
Nonresident No Fee (4)	69	1.1%	166	2.2%	3	0.1%	238	1.4%
Board/Staff (5)	201	3.1%	367	5.0%	258	9.4%	826	5.0%
School (6)	0	0.0%	34	0.5%	0	0.0%	34	0.2%
St. Joseph College (7)	0	0.0%	33	0.4%	0	0.0%	33	0.2%
State Library Card (8)	1	0.0%	0	0.0%	0	0.0%	1	0.0%
Nonresident Fee (9)	0	0.0%	16	0.2%	0	0.0%	16	0.1%
Corporate (10)	0	0.0%	32	0.4%	0	0.0%	32	0.2%
Reciprocal (11)	351	5.4%	110	1.5%	19	0.7%	480	2.9%
Total	6473		7391		2759		16623	
 Total items borrowed by nonresidents	 421	 6.5%	 359	 4.9%	 22	 0.8%	 802	 4.8%
 REGISTRATIONS								
Borrowers--Start of month:	6345		6622		2630		15597	
Borrowers--End of month:	6408		6697		2647		15752	
 Non-resident, paying	 7		 19		 0		 26	
PLAC card users	2		3		0		5	
Reciprocal borrowers	198		108		11		317	

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

December 1997

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	100	22	77	17	118	26	295	64
LOCAL HISTORY								
In person	12	3	9	3		0	21	6
Letters written	1	1	11	11		0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	15	1	67	6	5	0	87	7
Computer software used	15	1	79	7	6	1	100	8
VCR Use	2	0	1	0	0	0	3	0
Microforms	0	0	71	9	0	0	71	9
CD ROM software used	92	8	201	17	39	3	332	28
Public use of FAX service	12	2	19	3	16	3	47	8
Typewriter use	1	0	7	0	2	0	10	1
Other equipment used	0	0	0	0	0	0	0	0
Dial-in OPAC access							<u>73</u>	
OTHER LIBRARY SERVICES USED								
Walking book visits	2	1	5	3	0	0	7	5
Notarized documents	1	0	3	1	2	1	6	2
Meeting Room Use (number of groups)	41	14	31	10	13	4	85	28
Study room use	17	1	8	1	0	0	25	2
Copies made for patrons	998	83	1161	97	331	28	2490	208
Tax forms distributed		0		0		0		0
INTERLIBRARY LOANS								
Requests made for:	33	8	30	8	10	3	73	18
Items rec'd for:	28	14	42	21	5	3	75	38
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0
DIRECTIONAL QUESTIONS								
These statistics are gathered during one week every 3 months, then multiplied by 4.3 to give a monthly estimate. You will see the same figures for 3 months.								
By phone	361	18	421	21	275	14	1057	53
In person	572	29	753	38	1088	54	2413	121
REFERENCE QUESTIONS								
By phone	624	208	271	90	151	50	1046	349
In person	1127	376	340	113	679	226	2146	715

PROGRAMS

Children's Programs (0-13) Number attending	8 129	48	3 84	18	8 106	48	19 319	114
YA Programs (14-17) Number attending		0	1 35	6		0	1 35	6
Adult Programs Number attending	6	0	8 91	48	7	0	8 104	48
Senior Citizen Programs Number attending	1 13	6		0		0	1 50	6
TOTAL NO. OF PROGRAMS	9	54	12	72	8	48	29	174
TOTAL PERSONS ATTENDING	148		247		113		508	
TOTAL HOURS SPENT		899		619		511		2029

CIRCULATION BY ITEM FINE CODE
December 1997

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	50	26	18	
100 (1)	52	33	20	
200 (2)	42	48	22	
300 (3)	225	229	75	
400 (4)	5	10	8	
500 (5)	44	71	4	
600 (6)	349	333	150	
700 (7)	162	113	56	
800 (8)	47	39	8	
900 (9)	95	166	32	
B (10)	68	82	44	
j000 (11)	18	17	1	
j100 (12)	2	3	2	
j200 (13)	6	6	6	
j300 (14)	82	75	20	
j400 (15)	16	9	1	
j500 (16)	97	196	42	
j600 (17)	58	72	19	
j700 (18)	109	185	48	
j800 (19)	16	27	4	
j900 (20)	46	56	22	
jB (21)	30	35	17	
FIC (22)	1251	1489	453	
yaFIC (23)	27	54	20	
LARGE PRINT (24)	77	41	22	
jFIC (25)	206	317	87	
jE (26)	1039	1024	370	
jER (27)	348	207	73	
Magazines (28)	691	402	204	
Games/Toys (29)	0	5	0	
Filmstrips (30)	0	0	0	
Microforms (31)	0	0	0	
Cassettes (32)	94	183	52	
jCassettes (33)	38	72	23	
Compact Discs (34)	118	197	154	
jCompact Discs (35)	0	1	10	
Sound Recordings (36)	2	22	3	
jSound Recordings (37)	0	8	0	
CD ROM Software (38)	20	15	15	
Vertical File (39)	42	20	4	
Equipment (40)	1	5	0	
yapFIC (41)	169	151	60	
jpFIC (42)	234	196	21	
Reference (43)	31	50	5	
Genealogy (44)	0	0	0	
jMagazines (45)	29	4	8	
VHS (46)	441	1019	523	
Computer software (47)	0	0	0	
Internet usage (49)	55	135	39	
Free reads	316	214	171	
Puzzles			4	
Talking books		5		
Assignment shelf books				
TOTAL	6848	7667	2940	17455

Salary Ordinance 1998

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	Start Date	Raise Date(s)
Beedle, Marlene	Lib. Asst. 2	\$9.25	\$15,392.00	32	D	1/8/92	Longevity
Brown, Glenda	Specialist 1	\$9.96	\$20,716.80	40	R	4/25/88	Longevity
Carr, Renee	Lib. Asst 2	\$9.59	\$15,957.76	32	D	2/1/90	Longevity
Cavinder, Rachael	Clerk	\$8.09	\$16,827.20	40	D	4/5/93	longevity
Copley, Justin	Clerk	6.00/6.25/6.67	\$8,907.03	27	R	9/10/97	3/16,9/16
Daugherty, Lynn	Director	\$20.70	\$43,056.00	40	R	1/17/83	
Fagen, Charlotte	Specialist 2	\$11.16	\$23,212.80	40	D	9/1/83	Longevity
Filson, Stephanie	Lib Asst II	\$7.89	\$16,411.20	40	R	1/2/96	
Heeke, Michelle	Librarian II	\$14.50	\$30,160.00	40	R	10/9/95	
Hesterman, Sandi	Lib Asst I	\$7.40	\$9,235.20	24	W	6/17/96	
Howard, Rose	Janitor	\$9.72	\$16,174.08	32	D,W	6/28/86	Longevity
Jung, Gail	Admin. Asst	\$11.60	\$24,128.00	40	R	8/17/92	
Kaluf, Amber	Page	5.15/5.25/5.50	\$2,788.00	10	D	7/14/97	
Kingman, Erin	Page	\$5.50	\$2,860.00	10	R	2/1/98	1/1/98
Kooy, Diana	Librarian I	\$12.45	\$20,716.80	32	W	5/6/88	
Kopanda, Joan	Lib. Asst 2	\$9.71	\$16,157.44	32	D	11/17/86	Longevity
Kros, Diane	Specialist 2	\$10.54	\$21,923.20	40	W	8/20/85	
Lewis, Sharon	Clerk	\$7.84	\$4,076.80	10	R	8/17/93	Longevity
Maxwell, Sheila	Systems Admin	13.00/13.50	\$27,500.00	40	R	7/21/97	
Mays, Kris	Lib. Asst 1	\$7.40	\$12,313.60	32	R	2/11/97	1/1/98
McKee, Sarah	Librarian 2	\$14.50/\$15.00	\$30,420.00	40	R	10/31/97	11/1/98
Opolski, Diane	Library Asst 1	\$7.80	\$12,979.20	32	W	12/18/95	
Reagan, Jackie	Librarian 1	\$11.65	\$24,232.00	40	R	5/21/96	
Rusher, Lisa	Lib. Asst II/Bkp	\$8.29	\$17,243.20	40	R	8/21/95	
Schulenberg, Sharon	Spec. Serv Lib	\$12.02	\$21,876.40	35	R	11/11/68	Longevity
Shide, Becky	Clerk	6.00/6.25/6.67	\$3,990.84	12	R	8/11/97	2/16,8/16
Standish, Jack	Janitor/Maint	\$9.65	\$14,552.20	29	R	1/17/94	
Stringfellow, Patricia	Lib. Asst 2	7.89/8.29	\$16,092.24	38	R	5/12/97	5/16/98
Tachtiris, Jill	Specialist 1	\$10.21	\$21,236.80	40	D	8/22/84	longevity
Thomas, Brenda	Page	5.15/5.25/5.50	\$2,760.00	10	W	9/15/97	3/16,9/16
Thompson, Linda	Clerk	6.00/6.25/6.67	\$5,758.20	18	W	5/13/97	1/28,7/28
Van Kley, April	Page	5.15/5.25/5.50	\$2,767.00	10	D	8/29/95	
Vis, Virginia	Janitor/Page	\$6.78	\$7,756.32	22	D,W	7/23/96	
Wakeland, Susan	Page	\$5.50	\$2,860.00	10	R	6/1/96	
Whited, Amber	Lib. Asst 1	\$8.50	\$17,680.00	40	W	3/14/90	
Woods, Peggy	Specialist 1	\$9.39	\$19,531.20	40	R	2/1/94	
York, Leanne	Librarian 2	\$15.00	\$31,200.00	40	D	11/1/93	
	Page	5.15/5.25/5.50	\$2,735.50	10	R		
	Page	5.15/5.25	\$1,622.00	6	R		
TOTAL			\$605,807.01				

MEMORANDUM

Materials Selection Policy (p. 93-96)
Meeting Room Policy (p. 101-103)
Internet Acceptable Use Policy (p. 151-152)
Board Code of Ethics (p. 147)
General Policy Statement (p. 91)
Circulating CD ROM Policy (p. 165)
Family and Medical Leave Act Policy (new)

Summary: The Policy Committee recommends no changes in the Materials Selection Policy, the Internet Policy, the Board Code of Ethics, General Policy Statement or the Circulation CD-ROM Policy. They recommend a minor addition to the Meeting Room Policy. They recommend passage of a new Family and Medical Leave Act Policy (FMLA Policy) if approved by our board's attorney.

Discussion: The *meeting room policy* prohibits use of red or purple beverages because the dyes are extremely hard to remove from carpets. The Policy Committee concurs with staff that orange beverages should be added to that prohibited list.

The FMLA Policy is included in the packet. It has not yet been reviewed by our attorney, Kent Mahnesmith. If Kent gives his approval by the date of board meeting, it will be brought up for a vote. Otherwise, the vote will wait until February.

Vote: To approve the Materials Selection Policy, Internet Acceptable Use Policy, Board Code of Ethics, General Policy Statement and Circulating CD ROM Policy without change and to approve the addition of orange beverages to the prohibited list in the Meeting Room Policy.

To approve the Family and Medical Leave Act Policy as presented (or--with changes recommended by board attorney).

Family and Medical Leave Act Policy

JCPL complies with the Family and Medical Leave Act of 1993 (the "FMLA"). Under the FMLA, eligible employees are entitled to certain rights, and have certain obligations, with respect to unpaid leave for certain family and medical reasons.

FMLA Leave Eligibility

An "eligible employee" under the FMLA is an employee who has been employed by JCPL for at least 12 months and who has worked at least 1,250 hours in the past 12 months.

Reasons for FMLA Leave

An eligible employee may take FMLA leave of up to 12 weeks per leave year for any of three different reasons:

1. to care for a newborn child, or a child newly placed in the employee's custody through adoption or foster care, for a period of up to one year after such birth or placement;
2. to care for the employee's spouse, child, or parent who has a serious health condition; or
3. because of the employee's own serious health condition, if that condition renders the employee unable to perform his or her job functions.

Any leave taken by an eligible employee for one or more of these reasons will be counted against that employee's annual FMLA leave entitlement.

Definitions

A "*serious health condition*" is defined as any injury, illness, or physical or mental condition which requires either in-patient care in a medical facility or continuing treatment by a health care provider. These terms are construed by the Company in accordance with applicable federal laws and regulations.

"*Continuing treatment by a health care provider*" includes any one or more of the following:

1. a period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) of more than three consecutive calendar days caused by that serious condition, which also involves either (a) treatment on two or more occasions by a health care provider, or (b) treatment by a health care provider on at least one occasion which also results in a regimen of continuing treatment under the supervision of a health care provider
2. a period of incapacity due to pregnancy, or for prenatal care
3. a period of incapacity or treatment due to a "chronic serious health condition," defined as a health condition which (a) requires periodic visits for treatment,

- (b) continues over an extended period of time, and (c) may cause episodic rather than continuing incapacity;
- 4. a period of incapacity which is long-term or permanent due to a condition for which treatment may not be effective, while under the continuing supervision of a health care provider; and
- 5. a period of absence to receive multiple treatments from a health care provider, including any recovery period from such treatments, or for a condition which would likely result in a period of incapacity of more than three consecutive calendar days if not treated.

Leave Year

For the purpose of this policy, the leave year within which an eligible employee may take his or her 12 weeks of FMLA-protected leave means the 12-month period beginning on the date the employee first takes leave for any of the reasons set forth previously.

Compensation for FMLA Leave

Generally, FMLA leave is not paid. However, an eligible employee must take any accrued paid sick days for medical leave which is normally covered by the JCPL Personnel Policy, in lieu of taking unpaid leave under the FMLA. An eligible employee must also take any accrued paid vacation leave in lieu of unpaid FMLA leave. Such paid leave will be counted towards the employee's 12 weeks of FMLA leave granted per leave year.

Intermittent or Reduced Hours Leave

In the case of leave taken to care for a seriously ill spouse, child or parent, or due to the employee's own serious health condition, an employee may take leave intermittently (i.e., periodically) or on a reduced hours schedule (i.e., reduced number of working hours per day or per week) only when such leave is medically necessary, as certified by the employee's or family member's health care provider. Otherwise, such leave is not permitted except at the sole discretion of the Library. An employee who takes leave intermittently or on a reduced leave schedule may be transferred temporarily to another position for which the employee is qualified, to better accommodate that leave.

Job and Benefits Security

An eligible employee who takes leave under the FMLA, and who returns to work before his or her annual FMLA entitlement has expired, will be restored to the position he or she held when the leave commenced or to an otherwise equivalent position with respect to pay, benefits and other terms and conditions of employment, unless the employee would no longer have been employed in such a position had the employee not taken such leave. Additionally, any unused employment benefits which had accrued to an eligible employee prior to the commencement of leave will be restored upon return from FMLA leave.

Continuation of Group Health Plan Coverage

Group health plan coverage will be maintained by JCPL during an eligible employee's period of FMLA leave to the extent and under the same circumstances as it is ordinarily furnished to that employee. Premium payments should be made to the Business Manager on the 10th and 25th of each month. The Business Manager will notify eligible employees concerning the amount of each premium payment. Failure to pay such premiums during leave may result in the loss of health coverage. An eligible employee who fails to return to work after the expiration of the FMLA leave period for reasons which are not beyond his or her control will be expected to reimburse JCPL for health care premiums paid by JCPL during the leave period.

Employee Notice Requirements

An eligible employee must give JCPL at least 30-days' notice of his or her intent to take leave under the FMLA. If the employee is unable to give such notice because the need for leave is not foreseeable, then the employee must give as much notice as practicable. Typically, this will mean giving notice to JCPL within one or two working days of learning that FMLA leave must be taken. Any employee who fails to give the requisite notice may be delayed in receiving authorization for leave.

Health Care Provider Certification

In cases of leave to be taken to care for a seriously ill family member or due to the employee's own serious health condition, an eligible employee must provide JCPL with a completed and signed health care provider certification indicating that the employee requires FMLA leave. This certification must be returned to JCPL within 15 days after the employee gives notice of his or her intent to take FMLA leave, and must contain the following information:

1. the date on which the serious health condition commenced
2. the probable duration of the condition
3. the treatment regimen prescribed
4. any appropriate medical facts within the health care provider's knowledge regarding the condition
5. if applicable, a statement that the employee is needed to provide care for his or her spouse, child, or parent and an estimated duration of such need
6. if applicable, a statement regarding the medical necessity of intermittent or reduced hours schedule leave

Failure to return this certification within 15 days may result in delays in securing authorization for leave, and failure to return the certification at all will preclude the employee from taking leave.

JCPL may also require, at its own expense, a second and third health care provider opinion if there is a question as to the validity of the certification provided by the employee.

An eligible employee may also be asked to furnish JCPL with subsequent health care provider certifications on a reasonable basis during the employee's leave period. An eligible employee's failure to furnish subsequent certifications may result in termination of the employee's right to leave.

An eligible employee on FMLA leave must submit to JCPL a medical release (i.e., fitness-for-duty certification) indicating that the employee is able to return to work. Failure to submit such a release will preclude the employee from being restored to his or her employment with JCPL.

Nondiscrimination/Nonretaliation Policy Statement

JCPL will not: (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.

**ACCOUNTING PRACTICES
APPROVAL
FOR
1998**

Interest from the Operating Fund and BIRF will be credited to the Operating Fund.

LIRF will be separately invested and interest credited to the LIRF.

Interest from the Construction Fund will be credited to the Construction Fund.

The Board President will also hold the office of Assistant Board Treasurer and the Board Treasurer shall also hold the office of Assistant Board Secretary.

Two banks are designated as the library's depositories: DeMotte State Bank and Peoples' State Bank. The majority of the library's funds will be deposited in Peoples State Bank. A threshold amount is retained in a checking account there to offset bank charges and the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

The treasurer is authorized to pay bills when necessary between Board meetings. These bills will be utility bills, conference fees, health insurance premiums and payroll checks.

Mileage will be paid in 1998 at the rate of 30 cents per mile.

**Director's Financial Report
For
1997**

This year we moved our main checking account from Bank One to Peoples State Bank to take advantage of the best rates for a checking account combined with a Repurchase Agreement.

We have invested in CD's whenever possible. By doing so, we earned \$4,175.08 more than we would have if we had left the money in the repurchase account at a rate of 4.79%. The 1997 CD rates ranged from 5.30% to 5.75%. We invested a total of \$1,237,000 which earned \$18,475.09.

Actual Operating Fund receipts for 1997 surpassed our estimate by \$4,100.

We spent 91.9% of our Operating Fund appropriations. We encumbered \$26,011.87 to be used in 1998, mainly for salaries earned December 15-December 31, 1997.

Beginning balance in the 1998 Operating Fund is \$393,470. This will give us approximately 4.25 months cash flow, allowing us to operate until 1998 CAGIT money arrives in early May.

JCPL FINANCIAL STATEMENT

Dec 1997

	<u>Beginning 1997 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$428,405.17	\$342,480.35	\$1,084,139.99	\$99,601.66	\$1,119,075.16	\$393,470.00
Investments \$285,500.00						
Public Library Access Card Fund	\$40.00	\$0.00	\$189.00	\$0.00	\$187.00	\$42.00
Gift Fund	\$2,694.83	\$495.00	\$4,561.77	\$139.46	\$2,711.84	\$4,544.76
DeMotte	\$905.58	\$180.00	\$635.00	\$84.60	\$1,101.40	\$439.18
Rensselaer	\$1,019.55	\$215.00	\$3,664.40	\$54.86	\$1,519.95	\$3,164.00
Wheatfield	\$769.70	\$100.00	\$262.37	\$0.00	\$90.49	\$941.58
Bond & Interest Redemption Fund	\$96,902.46	\$209,161.89	\$426,657.98	\$332,182.50	\$433,815.00	\$89,745.44
Investments \$89,500.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,280.88	\$0.00	\$1,280.88	\$0.00
Library Improvement Reserve Fund	\$69,841.66	\$137.96	\$2,723.41	\$0.00	\$42,812.64	\$29,752.43
Investments \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Genealogy Grant Fund	\$0.00	\$0.00	\$1,000.00	\$7.20	\$1,000.00	\$0.00
Oral History Grant Fund	\$1,471.65	\$0.00	\$0.00	\$0.00	\$1,389.10	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$376.80	\$0.00	\$290.50	\$0.00	\$576.82	\$90.48
Indiana Technology Grant Fund	\$0.00	\$0.00	\$34,203.55	\$0.00	\$34,203.55	\$0.00
State Technology Grant 1997	\$0.00	\$0.00	\$6,152.00	\$0.00	\$6,152.00	\$0.00
Construction Fund	\$9,263.77	\$8.21	\$453.36	\$1,139.34	\$9,078.30	\$638.83
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$0.00	\$0.00	\$0.00	\$26.85	(\$1,520.85)	\$1,520.85
County Tax Collected	\$0.00	\$0.00	\$0.00	\$19.10	(\$435.40)	\$435.40
Employee Health Insur.	\$328.78	\$0.00	\$23.81	\$10.76	\$9.39	\$343.20
Employee P.E.R.F.	\$2,991.93	\$0.00	\$0.00	(\$1,168.80)	(\$451.96)	\$3,443.89
TOTAL ALL FUNDS.....	\$612,517.05	\$552,283.41	\$1,561,676.25	\$431,958.07	\$1,649,883.47	\$524,309.83

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 Dec 97

1.	BANK ONE CHECKING	8958.91
2.	BANK ONE-CONSTRUCTION FUND SAV	638.83
3.	BANK ONE-LIRF	29752.43
4.	PEOPLES STATE BANK	105608.99
5.	DEMOTTE STATE BANK	4350.67
6.		.00
7.		.00
8.		.00
9.	PINNACLE BANK CD #	150000.00
10.	PINNACLE BANK CD #1030468	225000.00
11.	PINNACLE BANK CDs (2)	.00
12.	INDIANA FEDERAL CD#9100174254	.00
13.	PEOPLES STATE BANK CDs	.00
14.	PEOPLES CD#3000480	.00
15.		.00
TOTAL ALL BANK ACCOUNTS		524309.83

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 31 Dec 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
29 JAN 98	1030468	PINNACLE BANK	91 DAY	225000.00	5.69	OP-135500;B	19 DEC 97	.00	
29 JAN 98	1030210	PINNACLE	30 DAY	150000.00	5.58	OPER	12/30/97	.00	
		--TOTALS--		375000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 31 Dec 97

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
16 JAN 97	30000286	PEOPLES STATE	30 DAY	125000.00	5.30	OPERATING	17 DEC 96	544.52	
14 FEB 97	30000285	PEOPLES STATE	62 DAY	125000.00	5.55	OPERATING	17 DEC 96	1178.42	
16 JUN 97	30000284	PEOPLES STATE	181 DAYS	200000.00	5.55	OP-103100;B	17 DEC 96	5504.38	
27 JUN 97	9100174254	INDIANA FEDER	45 DAY	325000.00	5.55	OP-190000;B	13 MAY 97	2223.80	
07 AUG 97	193370	PINNACLE BANK	45 DAY	100000.00	5.60	OPERATING	23 JUN 97	690.41	
23 SEP 97	193365	PINNACLE BANK	90 DAY	150000.00	5.70	OPERATING	23 JUN 97	2155.07	
29 DEC 97	3000480	PEOPLES'BANK	185 DAY	212000.00	5.75	BIRF	27 JUN 97	6178.49	
		--TOTALS--		1237000.00				18475.09	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 Dec 97

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	41912.00	3458.00	41430.13	481.87	98.9
1.12	SALARY OF ASSISTANTS	485840.48	40243.85	464371.15	21469.33	95.6
1.13	WAGES OF JANITORS	34802.82	2293.28	28133.97	6668.85	80.8
1.21	EMPLOYER'S SHARE-FICA	43163.81	3518.61	40846.11	2317.70	94.6
1.22	UNEMPLOYMENT COMPENSATION	3466.18	210.58	3466.18	.00	100.0
1.23	EMPLOYER'S CONTRIB.- PERF	24150.00	.00	23856.42	293.58	98.8
1.24	EMPLOYER'S CONTRIB.- INS.	16200.00	1004.65	6135.23	10064.77	37.9
1.31	OTHER PERSONAL SERVICES	637.82	.00	563.86	73.96	88.4
2.11	OFFICIAL RECORDS	1000.00	92.08	867.81	132.19	86.8
2.12	STATIONERY AND PRINTING	700.00	.00	564.00	136.00	80.6
2.13	OTHER OFFICE SUPPLIES	5205.60	89.81	3967.36	1238.24	76.2
2.21	CLEANING & SANITATION SUPPLIES	4000.00	379.09	3605.20	394.80	90.1
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	6.65	13.35	33.3
2.23	OTHER OPERATING SUPPLIES	4200.00	126.58	1390.24	2809.76	33.1
2.31	BUILDING MATERIALS & SUPPLIES	865.51	196.75	865.51	.00	100.0
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	1.54	198.46	.8
2.33	REPAIR PARTS	334.49	.00	310.23	24.26	92.7
2.41	LIBRARY SUPPLIES	4500.00	181.15	3693.64	806.36	82.1
2.42	AUTOMATION SUPPLIES	4300.00	.00	2304.15	1995.85	53.6
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	810.00	440.00	64.8
3.14	OTHER PROFESSIONAL SERVICES	9410.00	.00	6934.57	2475.43	73.7
3.21	TELEPHONE	12140.00	956.34	11946.39	193.61	98.4
3.22	POSTAGE	6664.19	36.71	4859.63	1804.56	72.9
3.23	TRAVELING EXPENSE	4500.00	561.00	4336.45	163.55	96.4
3.24	PROFESSIONAL MEETINGS	6913.11	423.69	6913.11	.00	100.0
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17121.00	67.50	8545.89	8575.11	49.9
3.31	ADVERTISING & PUBLIC NOTICES	1148.64	.00	1148.64	.00	100.0
3.32	OTHER PRINTING	150.00	.00	4.00	146.00	2.7
3.41	OFFICIAL BONDS	250.00	.00	100.00	150.00	40.0
3.42	OTHER INSURANCE	13400.84	.00	12687.00	713.84	94.7
3.51	GAS	30500.00	2634.12	28357.04	2142.96	93.0
3.52	ELECTRICITY	51000.00	3022.49	45609.11	5390.89	89.4
3.53	WATER	1000.00	50.15	760.20	239.80	76.0
3.54	WASTE DISPOSAL SERVICES	2500.00	165.47	2239.49	260.51	89.6
3.61	BUILDING & STRUCTURES	34026.50	4301.91	31943.22	2083.28	93.9
3.62	EQUIPMENT	4000.00	135.00	3062.80	937.20	76.6
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	199.40	25.60	88.6
3.91	DUES	2195.31	1170.31	2195.31	.00	100.0
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	.00	.00	.00	.00	.0
3.95	SERVICE CONTRACTS	9400.00	713.26	9174.16	225.84	97.6
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	500.00	.00	500.00	.00	100.0
3.98	MAINTENANCE CONTRACTS	30000.00	18574.50	28239.02	1760.98	94.1
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	97000.00	1594.81	85514.64	11485.36	88.2
4.51	BOOKS	141665.79	10117.60	141665.79	.00	100.0
4.52	PERIODICALS & NEWSPAPERS	36772.75	1460.62	29761.02	7011.73	80.9
4.53	NONPRINTED MATERIALS	28634.21	1811.80	25188.90	3445.31	88.0
	-TOTAL-	1218036.05	99601.66	1119075.16	98960.89	91.9

CHANGES TO APPROPRIATION REPORT
DATE 31 Dec 97

F3a.1

Fund/Account No	Date	Amount	Explanation
100-1.12	02 Jan 97	24357.78	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.12	22 Dec 97	-6934.30	UNUSED 1996 ENCUMBRANCE
100-1.13	02 Jan 97	2775.75	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.13	22 Dec 97	-1563.93	UNUSED 1996 ENCUMBRANCE
100-1.21	02 Jan 97	2078.74	ENCUMBERED FUNDS/BD.ACTION 12-96
100-1.21	22 Dec 97	-525.93	UNUSED 1996 ENCUMBRANCE
100-1.22	31 Dec 97	362.18	BOARD AUTHORIZATION 12/16/97
100-1.31	31 Dec 97	-362.18	BOARD AUTHORIZATION 12/16/97
100-2.13	31 Dec 97	5.60	COMPUTER DISKS REIMBURSED-1997
100-2.31	31 Dec 97	165.51	BOARD AUTHORIZATION 12/16/97
100-2.33	31 Dec 97	-165.51	BOARD AUTHORIZATION 12/16/97
100-3.14	18 Nov 97	10.00	PROGRAM FEE REIMBURSEMENT
100-3.21	31 Dec 97	140.00	BOARD AUTHORIZATION 12/16/97
100-3.22	10 Oct 97	14.19	REIMBURSED-POSTAGE-REX LEARNING
100-3.24	04 Jun 97	97.90	REIMBURSED/V.MARAVILLA ILF EXPEN
100-3.24	31 Dec 97	615.21	BOARD AUTHORIZATION 12/16/97
100-3.26	10 Sep 97	-500.00	PER BOARD AUTHORIZATION 9/8/97
100-3.31	31 Dec 97	248.64	BOARD AUTHORIZATION 12/16/97
100-3.42	31 Dec 97	-4599.16	BOARD AUTHORIZATION 12/16/97
100-3.51	31 Dec 97	3500.00	BOARD AUTHORIZATION 12/16/97
100-3.61	08 Apr 97	26.50	REIMBURSE FOR TRASH GATE REPAIR
100-3.91	31 Dec 97	95.31	BOARD AUTHORIZATION 12/16/97
100-3.94	21 May 97	-55000.00	PER BD.RESOLUTION-5/12/97
100-3.97	10 Sep 97	500.00	PER BOARD AUTHORIZATION 9/8/97
100-4.4	21 May 97	55000.00	PER BD.RESOLUTION-5/12/97
100-4.51	31 Dec 97	4665.79	BOARD AUTHORIZATION 12/16/97
100-4.52	13 Feb 97	-3300.00	PER BOARD APPROVAL-2/11/97 MTG.
100-4.52	07 Nov 97	24.25	REIMBURSED/IN.LABOR LAW SUBSC.
100-4.52	18 Nov 97	24.25	LABOR LAW LETTER SUBSCR.REIMBURS
100-4.52	19 Dec 97	24.25	LABOR LAW LETTER SUBSCR.REIMBURS
100-4.53	13 Feb 97	3300.00	PER BOARD APPROVAL-2/11/97 MTG.
100-4.53	31 Dec 97	-4665.79	BOARD AUTHORIZATION 12/16/97
120.03-3.81	21 Jul 97	.00	
120.03-3.82	21 Jul 97	203265.00	annual appropriation not entered
155-3.21	30 Apr 97	-1.00	OVERAPPROPRIATED FUND
177-4.4	30 Jun 97	1000.00	ENTRY ERROR-SHOULD'VE BEEN \$6152
180-3.14	15 Jan 97	131.92	INTEREST EARNED 4th QUARTER 1996
180-3.14	30 Apr 97	130.89	INTEREST EARNED 1st QTR.1997
180-3.14	30 May 97	44.23	INTEREST EARNED MAY 1997

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Dec 97

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
FED EFT	01808	INTERNAL REVENUE SERVICE CEN	5568.48	10 DEC 97	FICA & FED TAX WITHHELD 10 D
transfer	01923	JASPER COUNTY PUBLIC LIBRARY	212000.00	29 DEC 97	REF.#16920235, TRANSFER 11 D
FED EFT	01922	INTERNAL REVENUE SERVICE CEN	5960.09	23 DEC 97	CD #3000480 MATURED
COR.ENTRY	01871	BANK ONE	-550.00	16 DEC 97	FICA & FED TAX WITHHELD 23 D
IND EFT	01809	INDIANA DEPARTMENT OF REVENUE	2002.20	10 DEC 97	REF #17997386, TRANSFER 24 D
					WRONG FUND-VOID VOUCHER A/P
					STATE & COUNTY TAX WITHHELD-
					REF #00758, VERIF.#12, 9:18
					10 DEC 97
006916	01773	MARLENE BEEDLE	409.68	10 DEC 97	PAYROLL
006917	01767	GLENDA BROWN	569.74	10 DEC 97	PAYROLL
006918	01770	RENEE CARR	432.29	10 DEC 97	PAYROLL
006919	01799	JUSTIN F. COPLE	97.92	10 DEC 97	PAYROLL
006920	01769	LYNN DAUGHERTY	929.78	10 DEC 97	PAYROLL
006922	01762	CHARLOTTE FAGEN	723.38	10 DEC 97	PAYROLL
006923	01783	STEPHANIE D. FILSON	444.04	10 DEC 97	PAYROLL
006924	01781	HEEKE, MICHELLE M.	889.44	10 DEC 97	PAYROLL
006925	01786	SANDRA L. HESTERMAN	305.50	10 DEC 97	PAYROLL
006926	01772	ROSE E. HOWARD	457.82	10 DEC 97	PAYROLL
006927	01801	MINA HUFF	89.72	10 DEC 97	PAYROLL
006928	01774	GAIL M. JUNG	705.71	10 DEC 97	PAYROLL
006929	01794	AMBER J. KALUF	90.59	10 DEC 97	PAYROLL
006930	01790	ERIN C. KINGMAN	91.88	10 DEC 97	PAYROLL
006931	01768	DIANA KOBY	438.75	10 DEC 97	PAYROLL
006932	01765	JOAN KOPANDA	428.04	10 DEC 97	PAYROLL
006933	01766	KROS, DIANE	577.52	10 DEC 97	PAYROLL
006934	01776	SHARON K. LEWIS	96.83	10 DEC 97	PAYROLL
006935	01793	SHEILA MAXWELL	787.50	10 DEC 97	PAYROLL
006936	01788	KRISTINE L. MAYS	314.19	10 DEC 97	PAYROLL
006937	01800	SARAH A. McKEE	896.44	10 DEC 97	PAYROLL
006938	01782	DIANE M. OPOLSKI	350.43	10 DEC 97	PAYROLL
006939	01784	JACKIE REAGAN	692.59	10 DEC 97	PAYROLL
006940	01780	LISA RUSHER	462.89	10 DEC 97	PAYROLL
006941	01795	CATHERINE A. SALYERS	102.80	10 DEC 97	PAYROLL
006942	01763	SHARON SCHULENBERG	527.93	10 DEC 97	PAYROLL
006943	01796	BECKY J. SHIDE	75.86	10 DEC 97	PAYROLL
006944	01778	JACK STANDISH	261.80	10 DEC 97	PAYROLL
006945	01791	PATRICIA STRINGFELLOW	446.50	10 DEC 97	PAYROLL
006946	01764	JILL TACHIRIS	563.73	10 DEC 97	PAYROLL
006947	01798	BRENDA Z. THOMAS	85.61	10 DEC 97	PAYROLL
006948	01792	LINDA THOMPSON	166.89	10 DEC 97	PAYROLL
006949	01797	VAN KLEY, APRIL L.	106.67	10 DEC 97	PAYROLL
006950	01787	VIRGINIA VIS	67.72	10 DEC 97	PAYROLL
006951	01789	VIRGINIA L. VIS	162.26	10 DEC 97	PAYROLL
006952	01785	SUSAN M. WAKELAND	102.77	10 DEC 97	PAYROLL
006953	01775	WEBSTER, RACHAEL D.	455.69	10 DEC 97	PAYROLL
006954	01771	WHITED, AMBER	450.38	10 DEC 97	PAYROLL
006955	01779	MARGARET M. WOODS	532.79	10 DEC 97	PAYROLL

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Dec 97

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
006956	01777	LEANNE YORK	901.14	10 DEC 97	PAYROLL
006957	01886	MARLENE BEEDLE	458.75	23 DEC 97	PAYROLL
006958	01880	GLENDA BROWN	622.69	23 DEC 97	PAYROLL
006959	01883	RENEE CARR	483.17	23 DEC 97	PAYROLL
006960	01911	JUSTIN F. COPLEY	242.30	23 DEC 97	PAYROLL
006961	01882	LYNN DAUGHERTY	929.78	23 DEC 97	PAYROLL
006962	01875	CHARLOTTE FAGEN	723.38	23 DEC 97	PAYROLL
006963	01896	STEPHANIE D. FILSON	486.79	23 DEC 97	PAYROLL
006964	01894	HEEKE, MICHELLE M.	889.44	23 DEC 97	PAYROLL
006965	01899	SANDRA L. HESTERMAN	324.38	23 DEC 97	PAYROLL
006966	01885	ROSE E. HOWARD	498.18	23 DEC 97	PAYROLL
006967	01887	GAIL M. JUNG	705.71	23 DEC 97	PAYROLL
006968	01907	AMBER J. KALUF	90.59	23 DEC 97	PAYROLL
006969	01903	ERIN C. KINGMAN	89.57	23 DEC 97	PAYROLL
006970	01881	DIANA KOOY	438.75	23 DEC 97	PAYROLL
006971	01878	JOAN KOPANDA	479.58	23 DEC 97	PAYROLL
006972	01879	KROS, DIANE	643.37	23 DEC 97	PAYROLL
006973	01889	SHARON K. LEWIS	96.83	23 DEC 97	PAYROLL
006974	01906	SHEILA MAXWELL	787.50	23 DEC 97	PAYROLL
006975	01901	KRISTINE L. MAYS	375.59	23 DEC 97	PAYROLL
006976	01912	SARAH A. MCKEE	896.44	23 DEC 97	PAYROLL
006977	01895	DIANE M. OPOLSKI	390.46	23 DEC 97	PAYROLL
006978	01897	JACKIE REAGAN	692.59	23 DEC 97	PAYROLL
006979	01893	LISA RUSHER	502.95	23 DEC 97	PAYROLL
006980	01876	SHARON SCHULENBERG	584.33	23 DEC 97	PAYROLL
006981	01908	BECKY J. SHIDE	91.02	23 DEC 97	PAYROLL
006982	01891	JACK STANDISH	297.54	23 DEC 97	PAYROLL
006983	01904	PATRICIA STRINGFELLOW	489.26	23 DEC 97	PAYROLL
006984	01877	JILL TACHTIRIS	621.46	23 DEC 97	PAYROLL
006985	01910	BRENDA Z. THOMAS	80.85	23 DEC 97	PAYROLL
006986	01905	LINDA THOMPSON	217.45	23 DEC 97	PAYROLL
006987	01909	VAN KLEY, APRIL L.	106.67	23 DEC 97	PAYROLL
006988	01900	VIRGINIA VIS	116.10	23 DEC 97	PAYROLL
006989	01902	VIRGINIA L. VIS	162.26	23 DEC 97	PAYROLL
006990	01898	SUSAN M. WAKELAND	87.06	23 DEC 97	PAYROLL
006991	01888	WEBSTER, RACHAEL D.	509.28	23 DEC 97	PAYROLL
006992	01884	WHITED, AMBER	497.24	23 DEC 97	PAYROLL
006993	01892	MARGARET M. WOODS	582.05	23 DEC 97	PAYROLL
006994	01890	LEANNE YORK	901.14	23 DEC 97	PAYROLL
016400	01802	INDIANA DEFERRED COMPENSATIO	567.08	10 DEC 97	WITHHELD FROM PAYROLL 10 DEC DAUGHERTY,KOORY,KOPANDA,SCHUL
016401	01803	NETNITCO	67.50	10 DEC 97	INTERNET SERVICE DEC 97
016402	01804	NORTHWESTERN INDIANA TELEPHO	141.93	10 DEC 97	TELEPHONE SERVICE DEC 97-DEM
016403	01805	SPRINT	173.81	10 DEC 97	LONG DISTANCE NOV 97-REN,DEM
016404	01806	TOWN OF DEMOTTE	43.12	10 DEC 97	SEWER SERVICE OCT 97-DEM
016405	01807	TOWN OF WHEATFIELD SEWER WOR	41.05	10 DEC 97	SEWER SERVICE DEC 97-WHEAT
016406	01810	A.E. BOYCE CO., INC.	92.08	16 DEC 97	RECEIPTS,AP VOUCHERS
016407	01811	ABC SCHOOL SUPPLY INC.	69.50	16 DEC 97	SCISSORS AND RACK

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016408	01812	AMBER WHITED	36.72	16 DEC 97	MILEAGE & EXPENSES
016409	01813	AMER. LIBRARY ASSOCIATION	180.00	16 DEC 97	6 BOARD SUBSCRIPT/PUBLIC LIB
016410	01814	AVC CORPORATION	99.00	16 DEC 97	SERVICE AGREEMENT/DEC 97
016411	01872	BANK ONE	550.00	16 DEC 97	ANNUAL REGISTRAR'S FEE
016411	01815	BANK ONE	550.00	16 DEC 97	ANNUAL REGISTRAR'S FEE
016412	01816	BAKER & TAYLOR	7077.50	16 DEC 97	BOOKS
016413	01817	BEN FRANKLIN	12.19	16 DEC 97	SUPPLIES-CHILDRENS & TOWELS
016414	01818	BETTER CONTAINERS MFG. CO. I	87.34	16 DEC 97	LIBRARY PLASTIC BAGS
016415	01819	BETTY A. HUFF (PAS-TIME BOO	858.60	16 DEC 97	BOOKS
016416	01820	BIERMA HARDWARE, INC.	9.70	16 DEC 97	2 HALOGEN BULBS/WHEATFIELD
016417	01821	BLACK MAGAZINE AGENCY	9.61	16 DEC 97	MC CALLS QUILTING;1 YR SUBCR
016418	01822	BROWN'S GARDEN SHOPPE	1077.00	16 DEC 97	MULCH & LAWN MAINT./JULY,AUG
016419	01823	CHARLOTTE FAGEN	26.40	16 DEC 97	MILEAGE
016420	01824	DAVIDSON TITLES INC.	38.85	16 DEC 97	BOOKS
016421	01825	DEMCO	297.27	16 DEC 97	VIDEO CASES;LADDER-WH;ARTHUR
016422	01826	DEMOTTE GLASS	289.00	16 DEC 97	2 REPLACEMENT WINDOWS-WHEAT
016423	01827	DEMOTTE OFFICE SUPPLY	8.00	16 DEC 97	RUBBER STAMP-D
016424	01828	DEYOUNG PLUMB, HTG, & AIR CO	58.39	16 DEC 97	AC SERVICE AND REPAIR DOOR S
016425	01829	DIANA KOOY	20.40	16 DEC 97	MILEAGE
016426	01830	DIANE KROS	16.20	16 DEC 97	MILEAGE
016427	01831	DTS,INC.	36.71	16 DEC 97	UPS POSTAGE
016428	01832	FASE'S WATER TREATMENT & FLO	196.75	16 DEC 97	REDOUT-DEM
016429	01833	GAIL JUNG	88.80	16 DEC 97	MILEAGE & EXPENSES
016430	01873	GALE RESEARCH INC.	-739.47	16 DEC 97	VOID CHK & VOUCHER #01834-WR
016430	01834	GALE RESEARCH INC.	739.47	16 DEC 97	BOOKS
016431	01835	GAYLORD BROS.	12197.00	16 DEC 97	1998 ANNUAL MTNCE-HARDWARE/S & MARC ANNUAL SUBSCRIPTION
016432	01836	GROLIER PUBLISHING COMPANY	324.36	16 DEC 97	BOOKS
016433	01837	HAMSTRA BUILDERS, INC.	34.50	16 DEC 97	PATCHED ROOF LEAKS-WHEATFIEL
016434	01838	HERITAGE OFFICE PRODUCTS, IN	44.99	16 DEC 97	CANON CARTRIDGE
016435	01839	HIGHSMITH CO. INC.	1172.60	16 DEC 97	REVOLVING OAK BOOK RACK,MAG.
016436	01840	HP PRODUCTS CORP.	732.22	16 DEC 97	MATS,SALT,T.PAPER,SOAP,P.TOW
016437	01841	INCOLSA	200.00	16 DEC 97	REFERENCE TRAINING-5 EMPLOYE
016438	01842	INDIANA DEPT.OF WORKFORCE DE	210.58	16 DEC 97	VOLUNTARY PYMT TO REDUCE 199
016439	01843	INDIANA LIBRARY FEDERATION	1170.31	16 DEC 97	TRUSTEE & INSTITUTIONAL DUES
016440	01844	INGRAM	131.92	16 DEC 97	BOOKS
016441	01845	INDIANA VISUAL & AUDIO NETWO	1500.00	16 DEC 97	CIRCULATING CD ROM SERVICE-1
016442	01846	INDIANAPOLIS NEWSPAPERS, INC	93.60	16 DEC 97	SUBSCRIPTION 12/22/97 - 12/19
016443	01847	INFORMATION ACCESS COMPANY	1108.00	16 DEC 97	3 SITE HEALTH REF.SUBSC.-QTL
016444	01848	INFORMATION PLUS	442.35	16 DEC 97	BOOKS
016445	01849	JONES DIGITAL CENTURY	35.90	16 DEC 97	CD ROM;BEGINNER WINDOW-RENS.
016446	01850	LISA RUSHER	33.86	16 DEC 97	MILEAGE & EXPENSES
016447	01851	MICHELLE HEEKE	107.40	16 DEC 97	MILEAGE
016448	01852	OMNIGRAPHICS, INC.	88.00	16 DEC 97	BOOK
016449	01853	PATTY STRINGFELLOW	90.67	16 DEC 97	MILEAGE & EXPENSES
016450	01854	PRECISION CONTROL SYSTEMS, I	2719.02	16 DEC 97	AIR HANDLER,A/C REPAIRS,QRTL
016451	01855	REED REFERENCE PUBLISHING	492.15	16 DEC 97	BOOKS
016452	01856	REGENT BOOK CO., INC.	108.80	16 DEC 97	BOOKS

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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016453	01857	ROBERT SOUZA	20.72	16 DEC 97	CARDS-STATIONERY
016454	01858	SECURITY COURIERS CORP.	713.26	16 DEC 97	TRANSPORT SERVICE 11/7/97-11
016455	01859	SHEILA MAXWELL	169.24	16 DEC 97	MILEAGE & EXPENSES
016456	01860	SIMON & SCHUSTER SCHOOL GROU	28.82	16 DEC 97	BOOKS
016457	01861	SIMPLEX TIME RECORDER CO.	2431.00	16 DEC 97	ANNUAL MTNC.AGREE. 1998-DEM,
016458	01862	SPRINT	482.38	16 DEC 97	LOCAL TELEPHONE SERVICE-DEC
016459	01863	UNITEL/TELECOMM INDUSTRIES	135.00	16 DEC 97	TECH SERVICE PHONE REPAIRS
016460	01864	TEETERS CULLIGAN	9.95	16 DEC 97	WATER COOLER RENTAL-DEC 97;W
016461	01865	THOMAS T. BEELER, PUBLISHER	117.66	16 DEC 97	LARGE PRINT BOOKS
016462	01866	THINK TANK INFORMATION SYSTE	4986.84	16 DEC 97	BIG BLOCK & TECNOLOGY PROJEC CONSTRUCTION FUND-COMP. EQUI
016463	01867	TYSEN'S COUNTRY GROCERY, INC	17.13	16 DEC 97	SUPPLIES/AFTER SCHOOL PROGRA
016464	01868	UNIVERSITY MICROFILMS INTERN	76.61	16 DEC 97	MICROFILM/RENS.REPUBLICAN 5/
016465	01869	VIKING OFFICE PRODUCTS	11.09	16 DEC 97	CANON CARTRIDGE
016466	01870	WALSTRA FINE CUT	124.00	16 DEC 97	LAWN MAINTENANCE;OCT 97-DEM
016467	01874	GALE RESEARCH INC.	712.64	16 DEC 97	BOOKS
016468	01913	INDIANA DEFERRED COMPENSATIO	567.08	23 DEC 97	WITHHELD FROM PAYROLL- 23 DE DAUGHERTY,KOBY,KOPANDA,SCHUL
016469	01914	ACORDIA PERSONAL BENEFITS, I	1228.16	23 DEC 97	WHITED-QRTLY PREMIUM;2 MON. -McKEE,HEEKE,REAGAN,WEBSTER
016470	01915	BANK ONE	331632.50	23 DEC 97	INTEREST/PRINCIPAL-BOND PYMT
016471	01916	CITY OF RENSSELAER	2488.00	23 DEC 97	UTILITIES-RENS NOV 97
016472	01917	FRED PRYOR SEMINARS	195.00	23 DEC 97	TECH MGMT PROBLEMS;1/6/98-Mc
016473	01918	JASPER COUNTY PUBLIC LIBRARY	225000.00	19 DEC 97	PURCHASE 91 DAY CD
016474	01919	NIPSCO	3300.06	23 DEC 97	UTILITIES;11/14-12/15/97;DEM
016475	01920	OFFICE OF CHILD SUPPORT	27.50	23 DEC 97	SUPPORT PAYMENT
016476	01921	SPRINT	158.22	23 DEC 97	TELEPHONE SERVICE;DEC 97-WHE
016477	01924	JASPER COUNTY PUBLIC LIBRARY	150000.00	30 DEC 97	PURCHASE 30 DAY CD-PINNACLE

--TOTAL AMOUNT OF CLAIMS-- 1018958.07

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 1018958.07. Dated 19 JAN 98.

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
FED.EFT	00046	INTERNAL REVENUE SERVICE CEN	6159.09	09 JAN 98	FICA & FED TAXES WITHHELD-09
IND.EFT	00047	INDIANA DEPARTMENT OF REVENU	1956.25	09 JAN 98	REF #19389127, TRANSFER 12 J STATE & COUNTY TAX WITHHELD REF #93507,VER.#34,1/9/98,12
006995	00019	MARLENE BEEDLE	452.97	09 JAN 98	PAYROLL
006996	00013	GLENDA BROWN	675.61	09 JAN 98	PAYROLL
006997	00016	RENEE CARR	534.03	09 JAN 98	PAYROLL
006998	00044	JUSTIN F. COPLEY	80.53	09 JAN 98	PAYROLL
006999	00015	LYNN DAUGHERTY	929.78	09 JAN 98	PAYROLL
007000	00008	CHARLOTTE FAGEN	724.00	09 JAN 98	PAYROLL
007001	00029	STEPHANIE D. FILSON	529.55	09 JAN 98	PAYROLL
007002	00027	HEEKE, MICHELLE M.	888.75	09 JAN 98	PAYROLL
007003	00032	SANDRA L. HESTERMAN	406.13	09 JAN 98	PAYROLL
007004	00018	ROSE E. HOWARD	528.44	09 JAN 98	PAYROLL
007005	00020	GAIL M. JUNG	706.33	09 JAN 98	PAYROLL
007006	00040	AMBER J. KALUF	67.94	09 JAN 98	PAYROLL
007007	00036	ERIN C. KINGMAN	89.57	09 JAN 98	PAYROLL
007008	00014	DIANA KOOY	438.75	09 JAN 98	PAYROLL
007009	00011	JOAN KOPANDA	479.58	09 JAN 98	PAYROLL
007010	00012	KROS, DIANE	698.84	09 JAN 98	PAYROLL
007011	00022	SHARON K. LEWIS	135.56	09 JAN 98	PAYROLL
007012	00039	SHEILA MAXWELL	789.45	09 JAN 98	PAYROLL
007013	00034	KRISTINE L. MAYS	393.92	09 JAN 98	PAYROLL
007014	00045	SARAH A. MCKEE	887.82	09 JAN 98	PAYROLL
007015	00028	DIANE M. OPOLSKI	390.46	09 JAN 98	PAYROLL
007016	00030	JACKIE REAGAN	697.59	09 JAN 98	PAYROLL
007017	00026	LISA RUSHER	551.06	09 JAN 98	PAYROLL
007018	00009	SHARON SCHULENBERG	640.74	09 JAN 98	PAYROLL
007019	00041	BECKY J. SHIDE	60.68	09 JAN 98	PAYROLL
007020	00024	JACK STANDISH	300.40	09 JAN 98	PAYROLL
007021	00037	PATRICIA STRINGFELLOW	489.26	09 JAN 98	PAYROLL
007022	00010	JILL TACHIRIS	669.00	09 JAN 98	PAYROLL
007023	00043	BRENDA Z. THOMAS	109.39	09 JAN 98	PAYROLL
007024	00038	LINDA THOMPSON	187.12	09 JAN 98	PAYROLL
007025	00042	VAN KLEY, APRIL L.	81.53	09 JAN 98	PAYROLL
007026	00033	VIRGINIA VIS	111.26	09 JAN 98	PAYROLL
007027	00035	VIRGINIA L. VIS	215.72	09 JAN 98	PAYROLL
007028	00031	SUSAN M. WAKELAND	58.05	09 JAN 98	PAYROLL
007029	00021	WEBSTER, RACHAEL D.	503.75	09 JAN 98	PAYROLL
007030	00017	WHITED, AMBER	541.73	09 JAN 98	PAYROLL
007031	00025	MARGARET M. WOODS	631.29	09 JAN 98	PAYROLL
007032	00023	LEANNE YORK	901.14	09 JAN 98	PAYROLL
016478	00001	INDIANA DEFERRED COMPENSATIO	567.08	09 JAN 98	WITHHELD FROM PAYROLL 09 JAN DAUGHERTY,KOODY,KOPANDA,SCHUL
016479	00002	INCOLSA	120.00	09 JAN 98	MARC FORMAT/BKS & VIDEO;OCLC FILSON,McKEE & WOODS
016480	00003	NORTHWESTERN INDIANA TELEPHO	141.78	09 JAN 98	TELEPHONE SERVICE 1/98-DEMOT
016481	00004	OFFICE OF CHILD SUPPORT	27.50	09 JAN 98	CASE-ID: 054-66-5846-0

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016482	00005	SPRINT	166.55	09 JAN 98	LONG DISTANCE DEC 97-REN,DEM
016483	00006	TOWN OF DEMOTTE	43.12	09 JAN 98	SEWER SERVICE NOV 97-DEMOTTE
016484	00007	TOWN OF WHEATFIELD SEWER WOR	41.05	09 JAN 98	SEWER SERVICE JAN 98-WHEATFI
016485	00048	A.E. BOYCE CO., INC.	23.98	19 JAN 98	1997 TAX FORMS
016486	00049	AVC CORPORATION	99.00	19 JAN 98	JAN.SERVICE CONTRACT-FINANCI
016487	00050	BAKER & TAYLOR	7303.93	19 JAN 98	BOOKS, GIFT BOOKS, A.V.
016488	00051	BETTY A. HUFF (PAS-TIME BOO	404.65	19 JAN 98	BOOKS
016489	00052	BRODART CO.	27.20	19 JAN 98	BOOK CARDS, AUDIO CASSETTE S
016490	00053	BROWN'S GARDEN SHOPPE	510.00	19 JAN 98	LAWN CARE-MOWING,RAKING,FALL
016491	00054	CARR'S HOME CONSTRUCTION	55.50	19 JAN 98	SNOW REMOVAL-DEC.1997-RENS.
016492	00055	CONGRESSIONAL QUARTERLY INC.	596.00	19 JAN 98	CQ WEEKLY SUBSCRIPTION,3/98-
016493	00056	CONSOLIDATED INSURANCE AGENC	160.00	19 JAN 98	TREASURER/ASST. TREASURER BO
016494	00057	DAVIDSON TITLES INC.	22.95	19 JAN 98	BOOKS
016495	00058	DEMCO	104.07	19 JAN 98	GLUE,HANGUP BAGS,LABELS,NAME
016496	00059	DIANA KOOY	21.00	19 JAN 98	MILEAGE
016497	00060	DIANE KROS	12.00	19 JAN 98	MILEAGE
016498	00061	DIANE OPOLSKI	22.30	19 JAN 98	MILEAGE & PROF.MTG EXPENSES
016499	00062	DUMAS & MORIARTY	157.50	19 JAN 98	TELEPHONE CONFERENCE-LEGAL A
016500	00063	FACTS ON FILE	31.55	19 JAN 98	BOOK
016501	00064	FASE-KALUF TV & APPLIANCE	37.98	19 JAN 98	COMPUTER CABLES,CD-ROM CLEAN
016502	00065	GA FOODS GROUP	7.91	19 JAN 98	CHILDREN PROGRAM EXPENSES-RE
016503	00066	GALE RESEARCH INC.	3329.03	19 JAN 98	CA & DISC.JOBS(CD-ROMS)-1998 CONTEMPORARY AUTHORS-BOOKS
016504	00067	HERITAGE OFFICE PRODUCTS, IN	21.55	19 JAN 98	ROLODEX PUNCHES-3
016505	00068	HIGHSMITH CO. INC.	499.66	19 JAN 98	CLEAR BINDERS & SELF/ADHESIV
016506	00069	HP PRODUCTS CORP.	617.02	19 JAN 98	SALT,TRSH BAGS,CRPT CLEANER/
016507	00070	INCOLSA	80.00	19 JAN 98	WINDOW 95/INTERNET WRKSHP-MA
016508	00071	INDIANA CHAMBER OF COMMERCE	225.00	19 JAN 98	ENVIRONMENTAL REGULATIONS UP
016509	00072	INDIANA DEPT.OF WORKFORCE DE	329.36	19 JAN 98	4TH QTR UNEMPLOYMENT COMP/P
016510	00073	INDIANA HISTORICAL SOCIETY	30.00	19 JAN 98	ANNUAL MEMBERSHIP-1998-RENS
016511	00074	INDIANA STATE LIBRARY	42.00	19 JAN 98	4th QTR PLAC CARDS
016512	00075	INGRAM	151.90	19 JAN 98	BOOKS
016513	00076	KOLORTECH, INC.	725.80	19 JAN 98	FLOURESCENT BULBS/OUTDR FLOO
016514	00077	LAWN CARE CONSULTANTS	50.00	19 JAN 98	CRACK FILLER/LEAF REMOVAL-WH
016515	00078	LAWRENCE ELECTROSTATIC CO.	425.00	19 JAN 98	PAINTING MEN/WOMENS RESTROOM
016516	00079	LIBRARY STORE, INC.	360.80	19 JAN 98	MAGAZINE FILE AND SPINE LABE
016517	00080	LYNN DAUGHERTY	85.64	19 JAN 98	MILEAGE & EXPENSES
016518	00081	MARKS HOME IMPROVEMENTS	435.00	19 JAN 98	SNOW REMOVAL NOV & DEC/97-DE
016519	00082	NANCY C. LAIR	150.00	19 JAN 98	DEWEY DECIMAL TRAINING-TECH.
016520	00083	NATIONAL GEOGRAPHIC SOCIETY	13.90	19 JAN 98	BOOK
016521	00084	NETNITCO	67.50	19 JAN 98	INTERNET SERVICE/JAN 98-DEM,
016522	00085	OFFICE DEPOT	349.94	19 JAN 98	FAX MACHINE-WHEATFIELD
016523	00086	OOMS DISPOSAL SERVICE INC.	47.00	19 JAN 98	WASTE DISPOSAL/1st QTR 98-D
016524	00087	PHILIP N. HOWARD	115.00	19 JAN 98	SNOW REMVL-WHEAT;CHNG SPOT L
016525	00088	POSTMASTER GENERAL	831.00	19 JAN 98	STAMPS 100-1cent;200-20cent; 32cent;200-50cent;50-\$1
016526	00089	POST TRIBUNE	80.60	19 JAN 98	ANNUAL SUBCRIPTION TO 2/99-R
016527	00090	PUBLIC EMPLOYEES' RETIREMENT	9757.72	19 JAN 98	4th QTR PAYMENT

REGISTER OF CLAIMS

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208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

13 Jan 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016528	00091	QUILL	758.45	19 JAN 98	TRSH BAGS,BINDER,PRNTER CART
016529	00092	RAND MCNALLY & COMPANY	299.29	19 JAN 98	COMMERCIAL ATLAS-1998
016530	00093	RELIABLE CORPORATION	8.42	19 JAN 98	FILAMENT TAPE, COMPACT BASE
016531	00094	RENSSELAER REPUBLICAN	209.25	19 JAN 98	ANNUAL SUBSCRIPTION-RENS & WH
016532	00095	ROBINSON DIRECTORIES, INC.	445.50	19 JAN 98	4 BUSINESS DIRECTORIES
016533	00096	SCHOOL SPECIALTY, INC.	29.90	19 JAN 98	FILE SHELF
016534	00097	SECURITY COURIERS CORP.	983.54	19 JAN 98	TRANSPORT SERVICE 12/5/97 -
016535	00098	SHEILA MAXWELL	95.70	19 JAN 98	MILEAGE
016536	00099	SIMON & SCHUSTER SCHOOL GROU	77.46	19 JAN 98	BOOKS
016537	00100	SPRINT	2198.92	19 JAN 98	DATA LINES & LOCAL SERV.-REN
016538	00101	STANDARD & POOR'S CORP.	600.00	19 JAN 98	IND SURVEYS SUBSCRIPT. 1/98
016539	00102	TEETERS CULLIGAN	60.60	19 JAN 98	WATER & COOLER RENTAL-WHEATF
016540	00103	THOMAS T. BEELER, PUBLISHER	24.31	19 JAN 98	BOOKS
016541	00104	THE TIMES - EASTLAKE	187.20	19 JAN 98	ANNUAL SUBSCRIPTION 1998- DE
016542	00105	VIKING OFFICE PRODUCTS	43.53	19 JAN 98	BINDERS & SILVER MARKERS
016543	00106	VISTA INC.	46.28	19 JAN 98	CEILING SPOT LIGHTS
016544	00107	WAL-MART STORES, INC.	5.55	19 JAN 98	AFTERSCHOOL PROGRAM SUPPLIES
016545	00108	WALL STREET JOURNAL	299.00	19 JAN 98	2 YEAR SUBSCRIPT,BEGIN 2/98-R
016546	00109	WASHINGTON POST	79.00	19 JAN 98	2YR.SUBSCRIPTION,2/98-2/00-R
016547	00110	WORLD BOOK EDUCATIONAL PRODU	710.00	19 JAN 98	BOOKS
016548	00111	WHEELER PUBLISHING, INC.	28.01	19 JAN 98	BOOKS
016549	00112	WILLIAM A. DOWELL	86.00	19 JAN 98	U.S FLAG & 2 INDIANA FLAGS
016550	00113	PLA	740.00	19 JAN 98	PLA NAT'L CONFERENCE,3/11-14 DAUGHERTY,LEESTMA,HEEKE DAUGHERTY,LEESTMA,HEEKE
--TOTAL AMOUNT OF CLAIMS--			63233.99		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 63233.99. Dated 19 JAN 98.

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JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
Dec. 31, 1997

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$2,098.85	\$24,320.27
DeMotte	\$844.99	\$9,080.13		
Rensselaer	\$706.54	\$10,628.62		
Wheatfield	\$547.32	\$4,611.52		
PHOTOCOPIES.....			\$634.49	\$6,885.76
DeMotte	\$218.80	\$2,581.13		
Rensselaer	\$259.54	\$3,284.60		
Wheatfield	\$156.15	\$1,020.03		
CARDS.....			\$62.00	\$860.00
DeMotte	\$20.00	\$320.00		
Rensselaer	\$32.00	\$417.00		
Wheatfield	\$10.00	\$123.00		
COMPUTER DISKS.....			\$0.00	\$5.60
INTEREST.....			\$6,537.59	\$22,428.09
TAXES.....			\$333,123.17	\$1,028,460.65
Property Tax	\$289,551.03	\$606,040.61		
Financial Institution Tax	\$738.38	\$1,476.76		
License Excise Tax	\$42,833.76	\$72,002.53		
Local Option/Certified Shares	\$0.00	\$308,828.00		
Local Option/Property Tax Repl.	\$0.00	\$37,369.00		
State Distribution	\$0.00	\$2,743.75		
REFUNDS.....			\$24.25	\$1,179.62
Outstanding check (Town/Demotte)	\$0.00	\$18.72		
Sale/Card Catalog/Auction	\$0.00	\$867.26		
Fix Trash Gate Post (Custom Lawn	\$0.00	\$26.50		
Sidewalk caulking (Peggy Woods)	\$0.00	\$69.30		
Postage	\$0.00	\$17.19		
Program fee	\$0.00	\$10.00		
Labor Law Letter Subsc.reimburse	\$24.25	\$72.75		
LaPorte P.L..(travel exp.reimburse.)	\$0.00	\$97.90		
TOTAL OPERATING FUND RECEIPTS.....			\$342,480.35	\$1,084,139.99
PLAC FUND.....			\$0.00	\$189.00
GIFT FUNDS.....			\$495.00	\$4,561.77
DeMotte	\$180.00	\$635.00		
Rensselaer	\$215.00	\$3,664.40		
Wheatfield	\$100.00	\$262.37		
BOND & INTEREST REDEMPTION FUND.....			\$209,161.89	\$426,657.98
Property Tax	\$181,803.73	\$380,521.68		
Financial Institution Tax	\$463.62	\$927.24		
License Excise Tax	\$26,894.54	\$45,209.06		
HOST/HOSPITALITY FUND.....			\$0.00	\$1,280.88
LIBRARY IMPROVEMENT FUND.....			\$137.96	\$2,723.41
GENEALOGY GRANT FUND.....			\$0.00	\$1,000.00
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$290.50
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$34,203.55
STATE TECHNOLOGY GRANT 1997.....			\$0.00	\$6,152.00
CONSTRUCTION FUND.....			\$8.21	\$453.36
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$23.81
TOTAL RECEIPTS - ALL FUNDS.....			\$552,283.41	\$1,561,676.25

FEB.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting
Monday, February 9, 1998, 7:00 PM
Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Board briefing: Monthly Report

Information

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Salary ordinance changes (R 7)
- D. Workshop approval (Maxwell, McKee)(R 25)
- E. Approval of policies (R 11-R 24)

General Business

- A. Wheatfield Building Task Force (R 25) Action
- B. Automated System Task Force (R 25) Action
- C. Staff Development Day: April 24 (R 25) Action
- D. NILBA dinner: comments by attending board members Information

Director's Report (R 25 – R 28)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes.....January 19, 1998
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Mary Linda Casey, Mary Duggleby, Anne-Marie Egan, Mark Heinig III, Barbara Leestma, Roger Walstra, Lynn Daugherty. **Absent:** James Staton

BOARD OF FINANCE MEETING

Election of Officers: M.L. Casey moved, seconded by R. Walstra, to elect the 1998 Library Board officers to hold the same positions on the Board Of Finance. Motion passed.

Designation of Newspapers: The board designated the Rensselaer Republican and K.V. Post Newspapers to receive our public notices (legal advertisements) for 1998 on a motion by R. Walstra. Motion seconded by M. Duggleby. Motion passed.

Financial Report: L. Daugherty presented a summary for 1997, highlighting the decision to invest in a Repurchase Agreement at Peoples' State Bank resulting in transferring our main checking account from Bank One to Peoples' State Bank; investing in Certificate of Deposits which generated \$18,475.09; spending 91.9% of Operating Fund appropriations; encumbering \$26,011.87; and ending the year with an Operating Fund balance of \$393,470 which will give us 4.25 months cash flow to begin 1998. The board accepted her report.

Accounting Practices: Approval was granted on a motion by A-M Egan, seconded by M.L. Casey, to adopt the accounting practices for 1998 as presented. Motion was unanimous.

With no further business the meeting was adjourned at 7:10 PM on a motion by M.L. Casey, seconded by A-M Egan.

JANUARY BOARD MEETING

Agenda/Consent Agenda: On a motion by A-M Egan, seconded by M. Heinig III, the board approved the Agenda and Consent Agenda items which include the December Minutes, Bills/Financial Reports, 1998 Annual Salary Ordinance, Fred Pryor Workshop for S. McKee; and also added were the Materials Selection Policy, Meeting Room Policy, Internet Acceptable Use Policy, Board Code of Ethics, General Policy Statement, and Circulating CD ROM Policy. Motion was unanimous.

Agency Librarian Reports: Each librarian presented a synopsis of activities at their library during 1997. Michelle Heeke (Rensselaer Library) reported on expanding the business collection, purchasing CD-Rom indexes for genealogy, interfiling non-fiction videos. They have also rebound ninety volumes of books, replaced Apple computers, co-sponsored several sign language programs, provided computer and internet training classes for the public. They began leasing audiotapes, and are developing a permanent collection of circulating CD-ROM materials.

At Wheatfield Library, Diana Kooy noted that circulation was up in 1997. Fiction materials are most popular. The circulation and reference Health Collection is increasing. They are maximizing space available by redesigning circ. desk, turning typing area into a computer section, adding shelving in the children's area, and have discarded the out dated 'records' collection. Much needed building and landscaping improvements have been made to their

eleven year-old building. They have offered Internet training for public and will continue in 1998. She commented that their library is becoming *the* information center for Wheatfield.

Leanne York, DeMotte librarian, stated that their Brown Bag Lunches continue to be a hit. A goal for 1998 is to start up a book discussion group. Arts & Crafts Festival is a big attraction for the library and great fundraiser for their Friends' Group. Low-income patrons find help in completing tax forms through the aid of a tax specialist offered through the library. The Indiana Room is continually adding more materials and has purchased a computer that includes Internet capabilities. Staff is bookmarking genealogy sites on the Internet for patrons. They have purchased CD-ROM indexes to marriage records and social security records. The library is gathering as much local historical information as possible to include in the Indiana Room's collection. They are also working on a picture display for the Indiana Room. The DeMotte Library has upgraded their patron computers to Windows 95 and is offering training sessions on the Internet.

Prospective Board Members: Names of all persons who have expressed an interest in serving on the board shall be submitted in a letter to the appointing authorities. Copies of the letter will be forwarded to those individuals. Newspapers can also be used to notify the public when a vacancy is imminent.

Board Development: Dave Hurst will conduct a Budget 101 Workshop for the JCPL board and interested staff on February 28, 1998 at the Rensselaer Library at a cost of \$350. Class size shall not exceed any more than twelve. L. Daugherty will contact Dan Cain about additional dates in May/June for a Board Development Workshop.

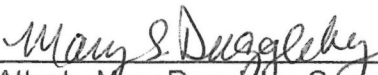
NILBA Dinner: The January meeting will be held at Phil Smidt's in Whiting on January 28th, hosted by the Hammond Public Library.

The board instructed L. Daugherty to contact the Strongbow Restaurant as a first choice for the July 29th NILBA dinner hosted by JCPL. Intellectual Freedom and censorship will be the main theme for the selected speaker(s). If possible, speakers should be librarians who have weathered censorship attempts.

Health Insurance: After board discussion, M.L. Casey moved, seconded by A-M Egan, to request coverage for eligible employees under the Anthem Blue Cross/Blue Shield Health Insurance Policy issued by ILF with a \$250 deductible including Vision, Dental, Life, Supplemental Accident, and Wellness options. The Board will pay \$146 per month toward the premium for *eligible employees only*, and employees wishing only Life Insurance will be required to pay \$1.00 toward the annual cost of the premium. The library's contribution toward the cost of the employee premium shall be reviewed on an annual basis. Motion was unanimous.

Wheatfield Task Force: Because of the lengthy meeting, this shall be discussed further at the February Meeting.

On a motion by M.L. Casey, seconded by A-M Egan, the meeting was adjourned at 9:15 PM.


Attest: Mary Dugglesby, Secretary


Barbara Leestma, President

Salary Ordinance 1998

February 1998 update

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	Start Date
Amsler, Nicole	Page	5.15/5.25	\$1,559.40	6	R	1/20/98
Beedle, Marlene	Lib. Asst. 2	\$9.34	\$15,541.76	32	D	1/8/92
Filson, Stephanie	Lib Asst II	\$8.29	\$17,243.20	40	R	1/2/96
Plant, Nathan	Page	5.15/5.25	\$2,599.00	10	R	1/20/98

I did not correctly figure Stephanie and Marlene's salaries last month. They should be as noted above. Nicole and Nathan were hired January 20. Nathan replaces Mina Huff. Nicole fills a new 6 hour page position provided for in the 1998 budget.

Genevieve Egar
 Peg White
 Mark A. H. Z. III
 Barbara Lustan

Mary Guida Carey
 Mary S. Dugglesby
 James M. Stinson

CIRCULATION STATISTICS

PERCENT INCREASE/DECREASE	11.2%	0.2%	21.7%
END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	40100	51677	26398
Total Titles Owned	36450	47511	24600
Daily Avg Circulation	403	395	186
XX			
MONTHLY SYSTEM STATISTICS	1997	1998	% change
Circulation	23643	25578	8%
Jan. to date circulation	23643	25578	8%

R4

CIRCULATION BY PATRON CODE **January 1998**

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	1197	12.0%	1204	12.4%	679	14.6%	3080	12.6%
Adult Female (1)	6281	63.1%	5375	55.2%	2520	54.0%	14176	58.2%
Juvenile 0-11 (2)	1301	13.1%	1484	15.2%	908	19.5%	3693	15.2%
YA 12-17 (3)	356	3.6%	513	5.3%	168	3.6%	1037	4.3%
Nonresident No Fee (4)	69	0.7%	311	3.2%	4	0.1%	384	1.6%
Board/Staff (5)	306	3.1%	463	4.8%	317	6.8%	1086	4.5%
School (6)	0	0.0%	16	0.2%	0	0.0%	16	0.1%
St. Joseph College (7)	0	0.0%	51	0.5%	0	0.0%	51	0.2%
State Library Card (8)	4	0.0%	0	0.0%	0	0.0%	4	0.0%
Nonresident Fee (9)	0	0.0%	23	0.2%	0	0.0%	23	0.1%
Corporate (10)	0	0.0%	47	0.5%	46	1.0%	93	0.4%
Reciprocal (11)	439	4.4%	258	2.6%	22	0.5%	719	3.0%
Total	9953		9745		4664		24362	
 Total items borrowed by nonresidents	 512	 5.1%	 659	 6.8%	 26	 0.6%	 1197	 4.9%

REGISTRATIONS

Borrowers--Start of month:	6408	6697	2647	15752
Borrowers--End of month:	6501	6721	2667	15889
 Non-resident, paying	 7	 9	 0	 16
PLAC card users	2	3	0	5
Reciprocal borrowers	200	114	11	325

WHEATFIELD COLLECTION

MONTH
END

VOLUMES	TITLES
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ADULT BOOKS

Nonfiction

CHILDREN'S BKS

Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

3 3 3 3 GRAPHIC MAT'L

0 0 0 0 0 0 0 0

0 0 MICROFORMS

1211	1102	1211	1102	SOUND REC.,ADULT
11	12	11	12	SOUND REC., CH
2	5	3	6	CD ROM SOFTWARE
112	57	113	58	SOFTWARE

918	885	918	885	1192	1150	1192	1150
1	1	1	1	1	1	1	1

753 691 754 691 VHS
0 0 EQUIPMENT

39830	36252	40100	36450	51167	47057	51677	47511	26383	24525	26398	24600	TOTAL
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[illegible]

CIRCULATION BY ITEM FINE CODE
January 1998

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	69	40	27	
100 (1)	48	86	25	
200 (2)	52	62	32	
300 (3)	261	242	122	
400 (4)	6	17	7	
500 (5)	80	69	37	
600 (6)	675	536	301	
700 (7)	350	235	127	
800 (8)	40	47	30	
900 (9)	214	208	54	
B (10)	83	125	76	
j000 (11)	26	20	6	
j100 (12)	8	11	9	
j200 (13)	3	16	13	
j300 (14)	97	75	35	
j400 (15)	17	4	6	
j500 (16)	259	223	113	
j600 (17)	171	110	29	
j700 (18)	132	174	77	
j800 (19)	30	36	17	
j900 (20)	83	85	54	
jB (21)	50	67	47	
FIC (22)	1564	1845	674	
yaFIC (23)	22	100	24	
LARGE PRINT (24)	74	42	32	
jFIC (25)	259	380	155	
jE (26)	1736	1549	698	
jER (27)	658	372	207	
Magazines (28)	1016	468	291	
Games/Toys (29)	0	6	0	
Filmstrips (30)	0	0	0	
Microforms (31)	0	0	0	
Cassettes (32)	191	177	65	
jCassettes (33)	38	100	26	
Compact Discs (34)	164	277	192	
jCompact Discs (35)	3	1	5	
Sound Recordings (36)	1	46	7	
jSound Recordings (37)	3	8	0	
CD ROM Software (38)	26	17	6	
Vertical File (39)	39	64	4	
Equipment (40)	2	3	0	
yapFIC (41)	175	205	79	
jpFIC (42)	315	238	68	
Reference (43)	33	24	10	
Genealogy (44)	0	0	0	
jMagazines (45)	101	15	25	
VHS (46)	739	1249	816	
Computer software (47)	0	0	0	
Internet usage (49)	95	142	46	
Free reads	466	445	169	
Puzzles				
Talking books				
Assignment shelf books				
TOTAL	10474	10261	4843	25578

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

January 1998

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	175	38	176	38	180	39	531	115
LOCAL HISTORY								
In person	10	3	18	5	0	0	28	8
Letters written	1	1	1	1	1	1	3	3
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	0	0	84	7	26	2	110	9
Computer software used	0	0	87	7	27	2	114	10
VCR Use	2	0	1	0	2	0	5	1
Microforms	2	0	44	6	0	0	46	6
CD ROM software used	180	15	168	14	97	8	445	37
Public use of FAX service	13	2	25	4	14	2	52	9
Typewriter use	4	0	6	0	3	0	13	1
Other equipment used	0	0	0	0	1	0	1	0
Dial-in OPAC access							<u>167</u>	
OTHER LIBRARY SERVICES USED								
Walking book visits	2	1	3	2	0	0	5	3
Notarized documents	1	0	2	1	0	0	3	1
Meeting Room Use (number of groups)	50	17	36	12	24	8	110	37
Study room use	11	1	8	1		0	19	2
Copies made for patrons		0		0		0	0	0
Tax forms distributed		0		0		0	0	0
INTERLIBRARY LOANS								
Requests made for:	53	13	41	10	6	2	100	25
Items rec'd for:	31	16	30	15	10	5	71	36
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0
DIRECTIONAL QUESTIONS								
By phone		0		0		0	0	0
In person		0		0		0	0	0
REFERENCE QUESTIONS								
By phone		0		0		0	0	0
In person		0		0		0	0	0

PROGRAMS

Children's Programs (0-13)	10	60	3	18	7	42	20	120
Number attending	192		50		108		350	
YA Programs (14-17)	1	6		0		0	1	6
Number attending	68				1		69	
Adult Programs	1	6	6	36	3	18	10	60
Number attending	11		54		15		80	
Senior Citizen Programs	1	6		0		0	1	6
Number attending	28				1		29	
TOTAL NO. OF PROGRAMS	13	78	9	54	10	60	32	192
TOTAL PERSONS ATTENDING	299		104		125		528	
TOTAL HOURS SPENT		264		231		190		685

Homepage Committee Meeting
1/28/98
Summary

Michelle, Sheila, Leanne, Steph and Amber were present. Jackie and Sarah were absent.

The committee first decided what the primary purpose/goal of the homepage should be. It was decided that the home page should serve to provide information about the library, local original information (such as photos, newsletter, programs, local databases, etc.), and to provide useful links to other sites.

The following are areas that the committee feels should be added:

- Community Connection Newsletter
- Information on the satellite program
- Administration and Governance (meet the director, meet the board members, open positions, etc.)
- A children's page with information on collection, activities, and links
- A reference and readers advisory page with bibliographies, links, collection info, etc.
- A local history page which would include links to the Milroy collection and genealogy resources, as well as provide local databases.
- An Employee page with names (first only), picture (unless they don't want their picture on it), and what they do.

With these additions we would need to reorganize the way that the page is currently set up, but much of the information would be the same. Each committee member who was in attendance has either already had HTML instruction, or will be attending a class soon. The present members of the committee divided up responsibility for creating and maintaining the various parts of the home page. Sheila will take care of the Employee page, and the Administration page. Michelle will take care of the Programs page and the Reference and Readers Advisory page, Leanne will put together the Local History page, and update the Friends page. Amber will put together the Childrens page, and Steph will take care of scanning in the Community Connection and putting up a satellite page. Michelle will be responsible for keeping other basic information up to date. Sheila will create a homepage folder on the shared drive where people can place their files. Michelle will transfer completed files to the server and make sure the page is all working together.

We decided to add a "last date updated" line to each page.

Sheila will look into whether or not our server has the CGI capability to run a database program, and whether or not Access is a web compatible database program.

The committee expressed an interest in cleaning up the main page. We looked at other library web sites and decided that a smaller picture of the library would be better (and an actual photo would be nice), and that eye-catching headings would be better as well. Michelle will look into some different layouts that we can decide if we like better.

MEMORANDUM

Family and Medical Leave Policy
Circulation Policy
Board Bylaws

Summary: The Policy Committee recommends adoption of a new Family and Medical Leave Policy (attached). They also recommend changes in the Circulation Policy and Board Bylaws as noted in the boxed sections of the policies (attached).

Discussion: The Family and Medical Leave Policy (FMLA) is in compliance with and uses much of the exact wording of the Family and Medical Leave Act of 1993. It has been reviewed by the board's attorney and minor changes have been made in specific wording.

Circulation Policy: The Policy Committee recommends that nonfiction videos be given a one week loan period, since many of them cannot be adequately used in the normal 2 day video loan period (i.e. a video on Microsoft Excel or on how to knit).

They also recommend that material borrowed for a 6 week extended loan period (used principally for teachers) may be recalled after 3 weeks, if another person requests the item. Teachers often borrow large "classroom collections" of materials on a subject. Other classes working on the same unit are deprived of the use of these materials for 6 weeks. This allows staff to request that a particular item be returned before the end of the 6 weeks if requested by another.

This measure is in lieu of rescinding the 6 week extended loan option. Rescinding the option would cause another major public relations upheaval with Rensselaer teachers who are just becoming accustomed to what they see as the rescinding of other privileges.

Bylaws: Both proposed changes have been discussed at previous board meetings, so a vote is permissible at this meeting. The first change combines approval of the agenda format and approval of the consent agenda into one motion. When the motion is called for, a board member could still ask that an agenda item be moved from the consent agenda, before the motion is voted on.

The second change makes the choice of a person to fill the assistant treasurer responsibilities less restrictive. Thus, special circumstances would not necessitate changing the bylaws language every year. The change would still allow Barb to act as assistant treasurer for 1998 (for which position she is now bonded).

Vote: To adopt the FMLA Policy proposed by the Policy Committee and to adopt the changes in the bylaws and Circulation Policy as proposed by the committee.

Family and Medical Leave Act Policy

JCPL complies with the Family and Medical Leave Act of 1993 (the "FMLA"). Under the FMLA, eligible employees are entitled to certain rights, and have certain obligations, with respect to unpaid leave for certain family and medical reasons.

FMLA Leave Eligibility

An "eligible employee" under the FMLA is an employee who has been employed by JCPL for at least 12 months and who has worked at least 1,250 hours in the past 12 months.

Reasons for FMLA Leave

An eligible employee may take FMLA leave of up to 12 weeks per leave year for any of three different reasons:

1. to care for a newborn child, or a child newly placed in the employee's custody through adoption or foster care
- 2.
3. to care for the employee's spouse, child, or parent who has a serious health condition; or
4. because of the employee's own serious health condition, if that condition renders the employee unable to perform his or her job functions.

Any leave taken by an eligible employee for one or more of these reasons will be counted against that employee's annual FMLA leave entitlement.

Definitions

A "serious health condition" is defined as any injury, illness, impairment or physical or mental condition which requires either in-patient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider. These terms are construed by the Library in accordance with applicable federal laws and regulations.

JCPL

"Continuing treatment by a health care provider" includes any one or more of the following:

1. a period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) of more than three consecutive calendar days caused by that serious condition, which also involves either (a) treatment on two or more occasions by a health care provider, or (b) treatment by a health care provider on at least one occasion which also results in a regimen of continuing treatment under the supervision of a health care provider
2. a period of incapacity due to pregnancy, or for prenatal care
3. a period of incapacity or treatment due to a "chronic serious health condition," defined as a health condition which (a) requires periodic visits for treatment,

- (b) continues over an extended period of time, and (c) may cause episodic rather than continuing incapacity;
4. a period of incapacity which is long-term or permanent due to a condition for which treatment may not be effective, while under the continuing supervision of a health care provider; and
 5. a period of absence to receive multiple treatments from a health care provider, including any recovery period from such treatments, or for a condition which would likely result in a period of incapacity of more than three consecutive calendar days if not treated.

Leave Year

For the purpose of this policy, the leave year within which an eligible employee may take his or her 12 weeks of FMLA-protected leave means the 12-month period beginning on the date the employee first takes leave for any of the reasons set forth previously.

Compensation for FMLA Leave

Generally, FMLA leave is not paid. However, an eligible employee must take any accrued paid sick days for medical leave which is normally covered by the JCPL Personnel Policy, in lieu of taking unpaid leave under the FMLA. An eligible employee must also take any accrued paid vacation leave in lieu of unpaid FMLA leave. Such paid leave will be counted towards the employee's 12 weeks of FMLA leave granted per leave year.

Intermittent or Reduced Hours Leave

In the case of leave taken to care for a seriously ill spouse, child or parent, or due to the employee's own serious health condition, an employee may take leave intermittently (i.e., periodically) or on a reduced hours schedule (i.e., reduced number of working hours per day or per week) only when such leave is medically necessary, as certified by the employee's or family member's health care provider. Otherwise, such leave is not permitted except at the sole discretion of the Library. An employee who takes leave intermittently or on a reduced leave schedule may be transferred temporarily to another position for which the employee is qualified, to better accommodate that leave.

Job and Benefits Security

An eligible employee who takes leave under the FMLA, and who returns to work before his or her annual FMLA entitlement has expired, will be restored to the position he or she held when the leave commenced or to an otherwise equivalent position with respect to pay, benefits and other terms and conditions of employment, unless the employee would no longer have been employed in such a position had the employee not taken such leave. Additionally, any unused employment benefits which had accrued to an eligible employee prior to the commencement of leave will be restored upon return from FMLA leave.

Continuation of Group Health Plan Coverage

Group health plan coverage will be maintained by JCPL during an eligible employee's period of FMLA leave to the extent and under the same circumstances as it is ordinarily furnished to that employee. Premium payments should be made to the Business Manager on the 10th and 25th of each month. The Business Manager will notify eligible employees concerning the amount of each premium payment. Failure to pay such premiums during leave may result in the loss of health coverage. An eligible employee who fails to return to work after the expiration of the FMLA leave period for reasons which are *not* beyond his or her control will be expected to reimburse JCPL for health care premiums paid by JCPL during the leave period. However, the eligible employee will only be responsible to reimburse those premiums paid by JCPL when the employee was not using *paid* vacation leave or *paid* sick leave in lieu of taking unpaid leave under the FMLA./

Employee Notice Requirements

An eligible employee must give JCPL at least 30-days' notice of his or her intent to take leave under the FMLA. If the employee is unable to give such notice because the need for leave is not foreseeable, then the employee must give as much notice as practicable. Typically, this will mean giving notice to JCPL within one or two working days of learning that FMLA leave must be taken. Any employee who fails to give the requisite notice may be delayed in receiving authorization for leave.

Health Care Provider Certification

In cases of leave to be taken to care for a seriously ill family member or due to the employee's own serious health condition, an eligible employee must provide JCPL with a completed and signed health care provider certification indicating that the employee requires FMLA leave. This certification must be returned to JCPL within 15 days after the employee gives notice of his or her intent to take FMLA leave, and must contain the following information:

1. the date on which the serious health condition commenced
2. the probable duration of the condition
3. the treatment regimen prescribed
4. any appropriate medical facts within the health care provider's knowledge regarding the condition
5. if applicable, a statement that the employee is needed to provide care for his or her spouse, child, or parent and an estimated duration of such need
6. if applicable, a statement regarding the medical necessity of intermittent or reduced hours schedule leave

Failure to return this certification within 15 days may result in delays in securing authorization for leave, and failure to return the certification at all will preclude the employee from taking leave.

JCPL may also require, at its own expense, a second and third health care provider opinion if there is a question as to the validity of the certification provided by the employee.

An eligible employee may also be asked to furnish JCPL with subsequent health care provider certifications on a reasonable basis during the employee's leave period. An eligible employee's failure to furnish subsequent certifications may result in termination of the employee's right to leave.

An eligible employee on FMLA leave must submit to JCPL a medical release (i.e., fitness-for-duty certification) indicating that the employee is able to return to work. Failure to submit such a release will preclude the employee from being restored to his or her employment with JCPL.

Nondiscrimination/Nonretaliation Policy Statement

JCPL will not: (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card.

Persons who live, work or own property in the JCPL library district, which includes all Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Persons living outside the JCPL district may apply for a free, restricted JCPL card as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program

The signature of a parent or legal guardian is required before a borrower's card can be issued to any child under the age of 14.

An annual fee of \$43 is assessed for out-of-county residents who do not own property or work in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

A corporation existing within the JCPL district may obtain a card for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card.

Library Hours

DeMotte: Mon, Th: 9 AM - 8 PM	Rensselaer: Mon-Th: 9 AM - 8 PM
Tues, Wed: 9 AM - 6 PM	Fri, Sat: 9 AM - 5 PM
Fri, Sat: 9 AM - 5 PM	

Wheatfield: Mon, Wed - Sat: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM

Loan Periods

Circulating CD ROMs:	1 week
Videos, nonfiction	1 week
Videos, entertainment:	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR:	in house use only

All materials except videos and circulating CD-ROMs may be renewed for one additional loan period. If an item is on reserve for another patron, or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has been reserved by another patron.

Videos for classroom use may be checked out for a one week loan period.

Loan Limits

Videos:	2 videos per adult card. No reserves. Only persons 18 years of age and older may borrow videos.
Circulating CD-ROMs:	2 items per borrower's card. No reserves
Short term loan materials:	On some occasions, materials are put on short term loan so that all students in a class have access to the resources.
CD's:	5 items per borrower's card.
All other materials:	Unlimited loan

Reciprocal borrowers and PLAC users may borrow only books and magazines.

Fines and Fees

<u>Overdue materials:</u>	Adult Items:	\$.10 per day per item
	Children's room items	\$.05 per day per item
	Videos:	\$1.00 per day per tape

Fines and fees, continued

Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)
Circulating CD-ROMs:	\$1.00 per day per item
<u>Audiovisual Equipment Loans:</u>	\$2.00 per day; \$10.00 deposit refunded when material is returned undamaged
<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged CD ROMs:</u>	Original cost of item plus \$10.00
<u>Lost or damaged CD ROM user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Other lost or damaged materials:</u>	Original cost of the item plus a \$3.00 processing fee.

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$10.00	all hardback books, videos, CD's and audiocassettes
5.00	all nonfiction paperbacks
3.00	all fiction paperbacks
2.00	all magazines
1.00	all vertical file items, newspapers, college catalogs

Lost or damaged borrower's card: \$2.00

FAX fees:

Personal Faxes: \$3.00 for first page; 20 cents for each additional page.

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 20 cents for each additional page

Fax of library materials to patron's home or business: 30 cents per page

Photocopy Fees:

Customer-operated copiers (at DeMotte & Rensselaer)

10 cents per single side

Staff-operated copiers (at DeMotte & Rensselaer)

20 cents single side

40 cents double side

40 cents transparency

Wheatfield copier

15 cents single side
20 cents double side
40 cents transparency

Other Circulation Services

Reserve materials: All circulating materials may be reserved by patrons with the exception of videos. Videos will only be reserved for teachers using them in educational settings and for groups needing a video which has been cleared for public performance for a particular date

Walking books program: Library staff or volunteers will bring books and other library materials to shut-ins who are unable to visit the library.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary.

A collection of talking books and the equipment with which to use them is available for patrons.

7/96; updated 2/97;7/97
Draft 2/98

Section 5 **Executive sessions.** Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to : collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum.** For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote.** An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings.** Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)

Approval of agenda format

Approval of consent agenda

General business

Director's Report

Items for future agendas

Public forum

Adjournment

Combine 2 nd and 3 rd items above to say: Approval of agenda format and of consent agenda items.
--

Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI**OFFICERS OF THE BOARD**

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 20-14-2-6. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library clerical staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. The Vice-President shall also hold the office of Assistant Treasurer in order to issue warrants in the absence of the treasurer.

Change last sentence to read: At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 20-14-2-5g. Any other officer authorized by the Board to sign checks shall also give such bond.

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- Section 6 **Nominating Committee:** The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.
- Section 7 **Vacancies.** When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

- Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 20-14-3-8, shall establish funds to keep money and securities of the library, in accordance with I.C. 20-14-3-9, shall invest excess funds in accordance with I.C. 5-13-9.
- Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.
- Section 3 **Special Board of Finance.** The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

- Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation

Committee, and Nominating Committee.

Section 2 Other committees shall be appointed at the discretion of the President.

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ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

AMENDMENTS

Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.

Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; rev. 12/95; 2/97
Draft 1/98

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JCPL FINANCIAL STATEMENT

January 1998

	<u>Beginning 1998 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$393,470.00	\$4,798.32	\$4,798.32	\$89,864.28	\$89,864.28	\$308,404.04
Investments \$135,500.00						
Public Library Access Card Fund	\$42.00	\$0.00	\$0.00	\$42.00	\$42.00	\$0.00
Gift Fund	\$4,544.76	\$85.00	\$85.00	\$167.28	\$167.28	\$4,462.48
DeMotte	\$439.18	\$15.00	\$15.00	\$80.08	\$80.08	\$374.10
Rensselaer	\$3,164.00	\$70.00	\$70.00	\$87.20	\$87.20	\$3,146.80
Wheatfield	\$941.58	\$0.00	\$0.00	\$0.00	\$0.00	\$941.58
Bond & Interest Redemption Fund	\$89,745.44	\$0.00	\$0.00	\$0.00	\$0.00	\$89,745.44
Investments \$89,500.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$29,752.43	\$128.31	\$128.31	\$0.00	\$0.00	\$29,880.74
Investments \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
C History Grant Fund	\$82.55	\$0.00	\$0.00	\$0.00	\$0.00	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$90.48	\$0.00	\$0.00	\$0.00	\$0.00	\$90.48
Indiana Technology Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Technology Grant 1997	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$638.83	\$5.88	\$5.88	\$0.00	\$0.00	\$644.71
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$1,520.85	\$0.00	\$0.00	(\$109.92)	(\$109.92)	\$1,630.77
County Tax Collected	\$435.40	\$0.00	\$0.00	(\$56.53)	(\$56.53)	\$491.93
Employee Health Insur.	\$343.20	\$0.00	\$0.00	(\$105.25)	(\$105.25)	\$448.45
Employee P.E.R.F.	\$3,443.89	\$0.00	\$0.00	\$2,199.24	\$2,199.24	\$1,244.65
TOTAL ALL FUNDS.....	\$524,309.83	\$5,017.51	\$5,017.51	\$92,001.10	\$92,001.10	\$437,326.24

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Jan 98

1.	BANK ONE CHECKING	8767.85
2.	BANK ONE-CONSTRUCTION FUND SAV	644.71
3.	BANK ONE-LIRF	29880.74
4.	PEOPLES STATE BANK	166754.27
5.	DEMOTTE STATE BANK	6078.67
6.	CASH ON HAND	200.00
7.		.00
8.		.00
9.	PINNACLE BANK CD #1030210	.00
10.	PINNACLE BANK CD #1030468	225000.00
11.		.00
12.		.00
13.		.00
14.		.00
15.		.00
TOTAL ALL BANK ACCOUNTS		437326.24

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 30 Jan 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
20 MAR 98	1030468	PINNACLE BANK	91 DAY	225000.00	5.69	OP-135500;B	19 DEC 97	.00	
		--TOTALS--		225000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 30 Jan 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
29 JAN 98	1030210	PINNACLE	30 DAY	150000.00	5.58	OPER	12/30/97	687.95	
		--TOTALS--		150000.00				687.95	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

30 Jan 98

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	43056.00	3523.00	3523.00	39533.00	8.2
1.12	SALARY OF ASSISTANTS	549551.33	42778.03	42778.03	506773.30	7.8
1.13	WAGES OF JANITORS	36144.89	2760.16	2760.16	33384.73	7.6
1.21	EMPLOYER'S SHARE-FICA	48172.94	3753.21	3753.21	44419.73	7.8
1.22	UNEMPLOYMENT COMPENSATION	3845.00	329.36	329.36	3515.64	8.6
1.23	EMPLOYER'S CONTRIB.- PERF	25401.00	6313.83	6313.83	19087.17	24.9
1.24	EMPLOYER'S CONTRIB.- INS.	16800.00	100.00	100.00	16700.00	.6
1.31	OTHER PERSONAL SERVICES	1500.00	.00	.00	1500.00	.0
2.11	OFFICIAL RECORDS	1200.00	23.98	23.98	1176.02	2.0
2.12	STATIONERY AND PRINTING	700.00	.00	.00	700.00	.0
2.13	OTHER OFFICE SUPPLIES	5200.00	794.80	794.80	4405.20	15.3
2.21	CLEANING & SANITATION SUPPLIES	3700.00	482.68	482.68	3217.32	13.0
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	.00	20.00	.0
2.23	OTHER OPERATING SUPPLIES	4000.00	1062.38	1062.38	2937.62	26.6
2.31	BUILDING MATERIALS & SUPPLIES	1500.00	.00	.00	1500.00	.0
2.32	PAINT AND PAINTING SUPPLIES	300.00	.00	.00	300.00	.0
2.33	REPAIR PARTS	500.00	.00	.00	500.00	.0
2.41	LIBRARY SUPPLIES	5500.00	424.96	424.96	5075.04	7.7
2.42	AUTOMATION SUPPLIES	4300.00	37.98	37.98	4262.02	.9
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	2500.00	157.50	157.50	2342.50	6.3
3.14	OTHER PROFESSIONAL SERVICES	9400.00	.00	.00	9400.00	.0
3.21	TELEPHONE	12000.00	984.94	984.94	11015.06	8.2
3.22	POSTAGE	6650.00	831.00	831.00	5819.00	12.5
3.23	TRAVELING EXPENSE	5000.00	203.40	203.40	4796.60	4.1
3.24	PROFESSIONAL MEETINGS	6500.00	1340.24	1340.24	5159.76	20.6
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17600.00	1589.81	1589.81	16010.19	9.0
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	.00	1000.00	.0
3.32	OTHER PRINTING	200.00	.00	.00	200.00	.0
3.41	OFFICIAL BONDS	310.00	160.00	160.00	150.00	51.6
3.42	OTHER INSURANCE	18000.00	.00	.00	18000.00	.0
3.51	GAS	27000.00	1773.34	1773.34	25226.66	6.6
3.52	ELECTRICITY	51000.00	1534.91	1534.91	49465.09	3.0
3.53	WATER	1000.00	100.80	100.80	899.20	10.1
3.54	WASTE DISPOSAL SERVICES	2500.00	212.47	212.47	2287.53	8.5
3.61	BUILDING & STRUCTURES	35000.00	1590.50	1590.50	33409.50	4.5
3.62	EQUIPMENT	7000.00	.00	.00	7000.00	.0
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	9.95	215.05	4.4
3.91	DUES	2400.00	30.00	30.00	2370.00	1.3
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	50000.00	.00	.00	50000.00	.0
3.95	SERVICE CONTRACTS	10000.00	983.54	983.54	9016.46	9.8
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	28000.00	99.00	99.00	27901.00	.4
4.1	LAND *	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	37315.00	349.94	349.94	36965.06	.9
4.51	BOOKS	145000.00	8469.39	8469.39	136530.61	5.8
4.52	PERIODICALS & NEWSPAPERS	38000.00	2276.05	2276.05	35723.95	6.0
4.53	NONPRINTED MATERIALS	36000.00	4783.13	4783.13	31216.87	13.3
	-TOTAL-	1301161.16	89864.28	89864.28	1211296.88	6.9

CHANGES TO APPROPRIATION REPORT
DATE 30 Jan 98

Fund/Account No	Date	Amount	Explanation
100-1.12	05 Jan 98	21469.33	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	05 Jan 98	1420.60	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	29 Jan 98	-232.71	UNUSED 1997 ENCUMBRANCE
100-1.21	05 Jan 98	1806.94	1997 ENCUMBRANCES/BD RESOLUTION
100-4.4	05 Jan 98	1315.00	1997 ENCUMBRANCES/BD RESOLUTION

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Jan 98

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
FED.EFT	00046	INTERNAL REVENUE SERVICE CEN	6159.09	09 JAN 98	FICA & FED TAXES WITHHELD-09 REF #19389127, TRANSFER 12 J
	00161	JASPER COUNTY PUBLIC LIBRARY	150000.00	29 JAN 98	CD #1030210 MATURED
FED EFT	00159	INTERNAL REVENUE SERVICE CEN	6395.34	23 JAN 98	FICA & FED TAX WITHHELD 23 J REF #20587946, TRANSFER 26 J
IND.EFT	00047	INDIANA DEPARTMENT OF REVENU	1956.25	09 JAN 98	STATE & COUNTY TAX WITHHELD REF #93507,VER.#34,1/9/98,12
006995	00019	MARLENE BEEDLE	452.97	09 JAN 98	PAYROLL
006996	00013	GLENDA BROWN	675.61	09 JAN 98	PAYROLL
006997	00016	RENEE CARR	534.03	09 JAN 98	PAYROLL
006998	00044	JUSTIN F. COPLEY	80.53	09 JAN 98	PAYROLL
006999	00015	LYNN DAUGHERTY	929.78	09 JAN 98	PAYROLL
007000	00008	CHARLOTTE FAGEN	724.00	09 JAN 98	PAYROLL
007001	00029	STEPHANIE D. FILSON	529.55	09 JAN 98	PAYROLL
007002	00027	HEEKE, MICHELLE M.	888.75	09 JAN 98	PAYROLL
007003	00032	SANDRA L. HESTERMAN	406.13	09 JAN 98	PAYROLL
007004	00018	ROSE E. HOWARD	528.44	09 JAN 98	PAYROLL
007005	00020	GAIL M. JUNG	706.33	09 JAN 98	PAYROLL
007006	00040	AMBER J. KALUF	67.94	09 JAN 98	PAYROLL
007007	00036	ERIN C. KINGMAN	89.57	09 JAN 98	PAYROLL
007008	00014	DIANA KOBY	438.75	09 JAN 98	PAYROLL
007009	00011	JOAN KOPANDA	479.58	09 JAN 98	PAYROLL
007010	00012	KROS, DIANE	698.84	09 JAN 98	PAYROLL
007011	00022	SHARON K. LEWIS	135.56	09 JAN 98	PAYROLL
007012	00039	SHEILA MAXWELL	789.45	09 JAN 98	PAYROLL
007013	00034	KRISTINE L. MAYS	393.92	09 JAN 98	PAYROLL
007014	00045	SARAH A. MCKEE	887.82	09 JAN 98	PAYROLL
007015	00028	DIANE M. OPOLSKI	390.46	09 JAN 98	PAYROLL
007016	00030	JACKIE REAGAN	697.59	09 JAN 98	PAYROLL
007017	00026	LISA RUSHER	551.06	09 JAN 98	PAYROLL
007018	00009	SHARON SCHULENBERG	640.74	09 JAN 98	PAYROLL
007019	00041	BECKY J. SHIDE	60.68	09 JAN 98	PAYROLL
007020	00024	JACK STANDISH	300.40	09 JAN 98	PAYROLL
007021	00037	PATRICIA STRINGFELLOW	489.26	09 JAN 98	PAYROLL
007022	00010	JILL TACHTIRIS	669.00	09 JAN 98	PAYROLL
007023	00043	BRENDA Z. THOMAS	109.39	09 JAN 98	PAYROLL
007024	00038	LINDA THOMPSON	187.12	09 JAN 98	PAYROLL
007025	00042	VAN KLEY, APRIL L.	81.53	09 JAN 98	PAYROLL
007026	00033	VIRGINIA VIS	111.26	09 JAN 98	PAYROLL
007027	00035	VIRGINIA L. VIS	215.72	09 JAN 98	PAYROLL
007028	00031	SUSAN M. WAKELAND	58.05	09 JAN 98	PAYROLL
007029	00021	WEBSTER, RACHAEL D.	503.75	09 JAN 98	PAYROLL
007030	00017	WHITED, AMBER	541.73	09 JAN 98	PAYROLL
007031	00025	MARGARET M. WOODS	631.29	09 JAN 98	PAYROLL
007032	00023	LEANNE YORK	901.14	09 JAN 98	PAYROLL
007033	00125	MARLENE BEEDLE	514.03	23 JAN 98	PAYROLL
007034	00119	GLENDA BROWN	653.46	23 JAN 98	PAYROLL
007035	00122	RENEE CARR	451.32	23 JAN 98	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
007036	00150	JUSTIN F. COPLEY	213.47	23 JAN 98	PAYROLL
007037	00121	LYNN DAUGHERTY	947.20	23 JAN 98	PAYROLL
007038	00114	CHARLOTTE FAGEN	693.06	23 JAN 98	PAYROLL
007039	00135	STEPHANIE D. FILSON	474.57	23 JAN 98	PAYROLL
007040	00133	HEEKE, MICHELLE M.	918.19	23 JAN 98	PAYROLL
007041	00138	SANDRA L. HESTERMAN	316.07	23 JAN 98	PAYROLL
007042	00124	ROSE E. HOWARD	573.34	23 JAN 98	PAYROLL
007043	00126	GAIL M. JUNG	751.19	23 JAN 98	PAYROLL
007044	00146	AMBER J. KALUF	90.59	23 JAN 98	PAYROLL
007045	00142	ERIN C. KINGMAN	98.58	23 JAN 98	PAYROLL
007046	00120	DIANA KOODY	470.26	23 JAN 98	PAYROLL
007047	00117	JOAN KOPANDA	525.14	23 JAN 98	PAYROLL
007048	00118	KROS, DIANE	682.13	23 JAN 98	PAYROLL
007049	00128	SHARON K. LEWIS	124.11	23 JAN 98	PAYROLL
007050	00145	SHEILA MAXWELL	803.86	23 JAN 98	PAYROLL
007051	00140	KRISTINE L. MAYS	392.69	23 JAN 98	PAYROLL
007052	00151	SARAH A. McKEE	902.98	23 JAN 98	PAYROLL
007053	00134	DIANE M. OPOLSKI	423.19	23 JAN 98	PAYROLL
007054	00136	JACKIE REAGAN	712.75	23 JAN 98	PAYROLL
007055	00132	LISA RUSHER	545.64	23 JAN 98	PAYROLL
007056	00115	SHARON SCHULENBERG	611.26	23 JAN 98	PAYROLL
007057	00147	BECKY J. SHIDE	94.98	23 JAN 98	PAYROLL
007058	00130	JACK STANDISH	394.57	23 JAN 98	PAYROLL
007059	00143	PATRICIA STRINGFELLOW	492.91	23 JAN 98	PAYROLL
007060	00116	JILL TACHTIRIS	584.55	23 JAN 98	PAYROLL
007061	00149	BRENDA Z. THOMAS	95.12	23 JAN 98	PAYROLL
007062	00144	LINDA THOMPSON	189.98	23 JAN 98	PAYROLL
007063	00148	VAN KLEY, APRIL L.	121.70	23 JAN 98	PAYROLL
007064	00139	VIRGINIA VIS	91.90	23 JAN 98	PAYROLL
007065	00141	VIRGINIA L. VIS	193.31	23 JAN 98	PAYROLL
007066	00137	SUSAN M. WAKELAND	72.54	23 JAN 98	PAYROLL
007067	00127	CAVINDER, RACHAEL D.	624.61	23 JAN 98	PAYROLL
007068	00123	WHITED, AMBER	510.93	23 JAN 98	PAYROLL
007069	00131	MARGARET M. WOODS	618.37	23 JAN 98	PAYROLL
007070	00129	LEANNE YORK	946.45	23 JAN 98	PAYROLL
007071	00158	STEPHANIE D. FILSON	13.60	23 JAN 98	PAYROLL
016478	00001	INDIANA DEFERRED COMPENSATIO	567.08	09 JAN 98	WITHHELD FROM PAYROLL 09 JAN DAUGHERTY,KOODY,KOPANDA,SCHUL
016479	00002	INCOLSA	120.00	09 JAN 98	MARC FORMAT/BKS & VIDEO;OCLC FILSON,McKEE & WOODS
016480	00003	NORTHWESTERN INDIANA TELEPHO	141.78	09 JAN 98	TELEPHONE SERVICE 1/98-DEMOT
016481	00004	OFFICE OF CHILD SUPPORT	27.50	09 JAN 98	CASE-ID: 054-66-5846-0
016482	00005	SPRINT	166.55	09 JAN 98	LONG DISTANCE DEC 97-REN,DEM
016483	00006	TOWN OF DEMOTTE	43.12	09 JAN 98	SEWER SERVICE NOV 97-DEMOTTE
016484	00007	TOWN OF WHEATFIELD SEWER WOR	41.05	09 JAN 98	SEWER SERVICE JAN 98-WHEATFI
016485	00048	A.E. BOYCE CO., INC.	23.98	19 JAN 98	1997 TAX FORMS
016486	00049	AVC CORPORATION	99.00	19 JAN 98	JAN.SERVICE CONTRACT-FINANCI
016487	00050	BAKER & TAYLOR	7303.93	19 JAN 98	BOOKS, GIFT BOOKS, A.V.

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016488	00051	BETTY A. HUFF (PAS-TIME BOO	404.65	19 JAN 98	BOOKS
016489	00052	BRODART CO.	27.20	19 JAN 98	BOOK CARDS, AUDIO CASSETTE S
016490	00053	BROWN'S GARDEN SHOPPE	510.00	19 JAN 98	LAWN CARE-MOWING,RAKING,FALL
016491	00054	CARR'S HOME CONSTRUCTION	55.50	19 JAN 98	SNOW REMOVAL-DEC.1997-RENS.
016492	00055	CONGRESSIONAL QUARTERLY INC.	596.00	19 JAN 98	CQ WEEKLY SUBSCRIPTION,3/98-
016493	00056	CONSOLIDATED INSURANCE AGENC	160.00	19 JAN 98	TREASURER/ASST. TREASURER BO
016494	00057	DAVIDSON TITLES INC.	22.95	19 JAN 98	BOOKS
016495	00058	DEMCO	104.07	19 JAN 98	GLUE,HANGUP BAGS,LABELS,NAME
016496	00059	DIANA KOOY	21.00	19 JAN 98	MILEAGE
016497	00060	DIANE KROS	12.00	19 JAN 98	MILEAGE
016498	00061	DIANE OPOLSKI	22.30	19 JAN 98	MILEAGE & PROF.MTG EXPENSES
016499	00062	DUMAS & MORIARTY	157.50	19 JAN 98	TELEPHONE CONFERENCE-LEGAL A
016500	00063	FACTS ON FILE	31.55	19 JAN 98	BOOK
016501	00064	FASE-KALUF TV & APPLIANCE	37.98	19 JAN 98	COMPUTER CABLES,CD-ROM CLEAN
016502	00065	GA FOODS GROUP	7.91	19 JAN 98	CHILDREN PROGRAM EXPENSES-RE
016503	00066	GALE RESEARCH INC.	3329.03	19 JAN 98	CA & DISC.JOBS(CD-ROMS)-1998 CONTEMPORARY AUTHORS-BOOKS
016504	00067	HERITAGE OFFICE PRODUCTS, IN	21.55	19 JAN 98	ROLODEX PUNCHES-3
016505	00068	HIGHSMITH CO. INC.	499.66	19 JAN 98	CLEAR BINDERS & SELF/ADHESIV
016506	00069	HP PRODUCTS CORP.	617.02	19 JAN 98	SALT,TRSH BAGS,CRPT CLEANER/
016507	00070	INCOLSA	80.00	19 JAN 98	WINDOW 95/INTERNET WRKSHP-MA
016508	00071	INDIANA CHAMBER OF COMMERCE	225.00	19 JAN 98	ENVIRONMENTAL REGULATIONS UP
016509	00072	INDIANA DEPT.OF WORKFORCE DE	329.36	19 JAN 98	4TH QTR UNEMPLOYMENT COMP/P
016510	00073	INDIANA HISTORICAL SOCIETY	30.00	19 JAN 98	ANNUAL MEMBERSHIP-1998-RENS
016511	00074	INDIANA STATE LIBRARY	42.00	19 JAN 98	4th QTR PLAC CARDS
016512	00075	INGRAM	151.90	19 JAN 98	BOOKS
016513	00076	KOLORTECH, INC.	725.80	19 JAN 98	FLOURESCENT BULBS/OUTDR FLOO
016514	00077	LAWN CARE CONSULTANTS	50.00	19 JAN 98	CRACK FILLER/LEAF REMOVAL-WH
016515	00078	LAWRENCE ELECTROSTATIC CO.	425.00	19 JAN 98	PAINTING MEN/WOMENS RESTROOM
016516	00079	LIBRARY STORE, INC.	360.80	19 JAN 98	MAGAZINE FILE AND SPINE LABE
016517	00080	LYNN DAUGHERTY	85.64	19 JAN 98	MILEAGE & EXPENSES
016518	00081	MARKS HOME IMPROVEMENTS	435.00	19 JAN 98	SNOW REMOVAL NOV & DEC/97-DE
016519	00082	NANCY C. LAIR	150.00	19 JAN 98	DEWEY DECIMAL TRAINING-TECH.
016520	00083	NATIONAL GEOGRAPHIC SOCIETY	13.90	19 JAN 98	BOOK
016521	00084	NETNITCO	67.50	19 JAN 98	INTERNET SERVICE/JAN 98-DEM,
016522	00085	OFFICE DEPOT	349.94	19 JAN 98	FAX MACHINE-WHEATFIELD
016523	00086	OOMS DISPOSAL SERVICE INC.	47.00	19 JAN 98	WASTE DISPOSAL/1st QTR 98-D
016524	00087	PHILIP N. HOWARD	115.00	19 JAN 98	SNOW REMVL-WHEAT;CHNG SPOT L
016525	00088	POSTMASTER GENERAL	831.00	19 JAN 98	STAMPS 100-1cent;200-20cent; 32cent;200-50cent;50-\$1
016526	00089	POST TRIBUNE	80.60	19 JAN 98	ANNUAL SUBSCRIPTION TO 2/99-R
016527	00090	PUBLIC EMPLOYEES' RETIREMENT	9757.72	19 JAN 98	4th QTR PAYMENT
016528	00091	QUILL	758.45	19 JAN 98	TRSH BAGS,BINDER,PRNTER CART
016529	00092	RAND MCNALLY & COMPANY	299.29	19 JAN 98	COMMERCIAL ATLAS-1998
016530	00093	RELIABLE CORPORATION	8.42	19 JAN 98	FILAMENT TAPE, COMPACT BASE
016531	00094	RENSSELAER REPUBLICAN	209.25	19 JAN 98	ANNUAL SUBSCRIPTION-RENS & WH
016532	00095	ROBINSON DIRECTORIES, INC.	445.50	19 JAN 98	4 BUSINESS DIRECTORIES
016533	00096 *	SCHOOL SPECIALTY, INC.	29.90	19 JAN 98	FILE SHELF

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016534	00097	SECURITY COURIERS CORP.	983.54	19 JAN 98	TRANSPORT SERVICE 12/5/97 -
016535	00098	SHEILA MAXWELL	95.70	19 JAN 98	MILEAGE
016536	00099	SIMON & SCHUSTER SCHOOL GROU	77.46	19 JAN 98	BOOKS
016537	00100	SPRINT	2198.92	19 JAN 98	DATA LINES & LOCAL SERV.-REN
016538	00101	STANDARD & POOR'S CORP.	600.00	19 JAN 98	IND SURVEYS SUBSCRIPT. 1/98
016539	00102	TEETERS CULLIGAN	60.60	19 JAN 98	WATER & COOLER RENTAL-WHEATF
016540	00103	THOMAS T. BEELER, PUBLISHER	24.31	19 JAN 98	BOOKS
016541	00104	THE TIMES - EASTLAKE	187.20	19 JAN 98	ANNUAL SUBSCRIPTION 1998- DE
016542	00105	VIKING OFFICE PRODUCTS	43.53	19 JAN 98	BINDERS & SILVER MARKERS
016543	00106	VISTA INC.	46.28	19 JAN 98	CEILING SPOT LIGHTS
016544	00107	WAL-MART STORES, INC.	5.55	19 JAN 98	AFTERSCHOOL PROGRAM SUPPLIES
016545	00108	WALL STREET JOURNAL	299.00	19 JAN 98	2 YEAR SUBSCRIPT,BEGIN 2/98-R
016546	00109	WASHINGTON POST	79.00	19 JAN 98	2YR.SUBSCRIPTION,2/98-2/00-R
016547	00110	WORLD BOOK EDUCATIONAL PRODU	710.00	19 JAN 98	BOOKS
016548	00111	WHEELER PUBLISHING, INC.	28.01	19 JAN 98	BOOKS
016549	00112	WILLIAM A. DOWELL	86.00	19 JAN 98	U.S FLAG & 2 INDIANA FLAGS
016550	00113	PLA	740.00	19 JAN 98	PLA NAT'L CONFERENCE,3/11-14 DAUGHERTY,LEESTMA,HEEKE
016551	00152	INDIANA DEFERRED COMPENSATIO	600.08	23 JAN 98	WITHHELD FROM PAYROLL 23 JAN DAUGHERTY,KOBY,KOPANDA,SCHUL
016552	00153	ANTHEM BLUE CROSS AND BLUE S	152.93	23 JAN 98	MONTHLY PREMIUM 2/98-JUNG
016553	00154	CITY OF RENSSELAER	2549.15	23 JAN 98	UTILITIES;12/8/97-1/9/98;REN
016554	00155	NIPSCO	890.55	23 JAN 98	UTILITIES;12/10/97-1/13/98;W
016555	00156	OFFICE OF CHILD SUPPORT	27.46	23 JAN 98	CASE-ID:054-66-5846-0
016556	00157	HOST FUND	108.00	22 JAN 98	NILBA DINNER-1/28/98,4 RESER
016557	00160	INCOLSA	109.00	23 JAN 98	COMPUTERS IN LIBRARIES CONF- 3/2-3/4/98, ARLINGTON,VA. 3/2-3/4/98, ARLINGTON,VA.
--TOTAL AMOUNT OF CLAIMS--			242001.10		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 242001.10. Dated 09 FEB 98.

_____	_____
_____	_____
_____	_____
_____	_____

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	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES			\$1,928.63	\$1,928.63
DeMotte	\$675.59	\$675.59		
Rensselaer	\$845.94	\$845.94		
Wheatfield	\$407.10	\$407.10		
PHOTOCOPIES			\$483.80	\$483.80
DeMotte	\$191.45	\$191.45		
Rensselaer	\$221.00	\$221.00		
Wheatfield	\$71.35	\$71.35		
CARDS			\$64.00	\$64.00
DeMotte	\$18.00	\$18.00		
Rensselaer	\$26.00	\$26.00		
Wheatfield	\$20.00	\$20.00		
COMPUTER DISKS			\$0.70	\$0.70
INTEREST			\$2,311.19	\$2,311.19
TAXES			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS			\$10.00	\$10.00
Program Fee	\$10.00	\$10.00		
Postage	\$0.00	\$0.00		
Utility-Telephones	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS			\$4,798.32	\$4,798.32
PLAC FUND			\$0.00	\$0.00
GIFT FUNDS			\$85.00	\$85.00
DeMotte	\$15.00	\$15.00		
Rensselaer	\$70.00	\$70.00		
Wheatfield	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
HOST/HOSPITALITY FUND			\$0.00	\$0.00
LIBRARY IMPROVEMENT FUND			\$128.31	\$128.31
ORAL HISTORY GRANT FUND			\$0.00	\$0.00
LEVY EXCESS FUND			\$0.00	\$0.00
RECIPROCAL BORROWING			\$0.00	\$0.00
SATELLITE FUND			\$0.00	\$0.00
INDIANA TECHNOLOGY GRANT FUND			\$0.00	\$0.00
STATE TECHNOLOGY GRANT 1997			\$0.00	\$0.00
CONSTRUCTION FUND			\$5.88	\$5.88
WITHHOLDING ACCOUNT FUNDS			\$0.00	\$0.00
TOTAL RECEIPTS - ALL FUNDS			\$5,017.51	\$5,017.51

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016558	00162	ADAIR PERFORMANCE	250.00	09 FEB 98	SUMMER READNG PRGRM;6/23 & 6 KEVIN ADAIR;MAGIC & JUGGLING
016559	00163	AGLL GENEALOGICAL SERVICES	28.50	09 FEB 98	BOOKS
016560	00164	AMERITECH	235.96	09 FEB 98	13 TELEPHONE DIRECTORIES
016561	00165	AMBER WHITED	6.98	09 FEB 98	EXPENSES-CIRC.COUNTERPRTS/CR
016562	00166	AVC CORPORATION	99.00	09 FEB 98	FEB SERVICE CONTRACT-FINANCI
016563	00167	BAKER & TAYLOR	4844.99	09 FEB 98	BOOKS & GIFT FUND BOOKS
016564	00168	BANK ONE	32.00	09 FEB 98	SAFE DEPOSIT BOX;1/22/98-1/2
016565	00169	CARR'S HOME CONSTRUCTION	181.50	09 FEB 98	SNOW REMOVAL & SALT SIDEWALK
016566	00170	CENTRAL STATES SALES CORPORA	148.50	09 FEB 98	OUTDOOR BULBS
016567	00171	CHARLOTTE FAGEN	276.45	09 FEB 98	MILEAGE & CD ROMS
016568	00172	CHIEF, CDS	391.00	09 FEB 98	BOOKS
016569	00173	DIANE KROS	21.00	09 FEB 98	MILEAGE
016570	00174	DIVERSITY UNIFORMS	6.95	09 FEB 98	1 NAME BADGE
016571	00175	DTS,INC.	17.02	09 FEB 98	UPS
016572	00176	FRED PRYOR SEMINARS	99.00	09 FEB 98	MANAGE CONFLICT ANGER;3/13/9
016573	00177	GAIL JUNG	13.20	09 FEB 98	MILEAGE
016574	00178	GAIL JUNG	26.88	09 FEB 98	DEMOTTE PETTY CASH
016575	00179	GAIL JUNG	38.68	09 FEB 98	RENSSELAER PETTY CASH
016576	00180	GLENDA BROWN	12.50	09 FEB 98	EXPENSES-JASPER FOUNDATION D
016577	00181	HERITAGE OFFICE PRODUCTS, IN	69.88	09 FEB 98	CARTRIDGE & BULLETIN BOARD/T
016578	00182	INDIANA CHAMBER OF COMMERCE	35.00	09 FEB 98	BOOKS
016579	00183	INDIANA LIBRARY FEDERATION	50.00	09 FEB 98	GROUP INSURANCE MEMBERSHIP F
016580	00184	INCOLSA	580.00	09 FEB 98	98 INCOLSA WHEELS FEE(2 DAYS HTML/WEB DESIGN;3/12-McKEE &
016581	00185	INGRAM	111.27	09 FEB 98	BOOKS & AV
016582	00186	JACKIE REAGAN	9.99	09 FEB 98	DISPLAY ITEM/CHILDRENS AREA
016583	00187	JOURNAL AND COURIER	325.00	09 FEB 98	SUBSCRIPTION 2/98-2/99;RENS
016584	00188	LEISURE ARTS	29.45	09 FEB 98	BOOKS
016585	00189	LISA RUSHER	13.20	09 FEB 98	MILEAGE
016586	00190	LYNN DAUGHERTY	349.08	09 FEB 98	MILEAGE,AIRLINE TICKETS;KANS DAUGHERTY,HEEKE,LEESTMA
016587	00191	MARKS HOME IMPROVEMENTS	510.00	09 FEB 98	SNOW REMOVAL & SALT;JAN-DEMO
016588	00192	NETNITCO	58.25	09 FEB 98	INTERNET SERVICE;FEB/98;DEM,
016589	00193	NIPSCO	2990.87	09 FEB 98	UTILITIES 12/15-1/19/98;DEMO
016590	00194	NORTHWESTERN INDIANA TELEPHO	147.94	09 FEB 98	TELEPHONE SERVICE FEB/98;DEM
016591	00195	ON CUE #6106	15.00	09 FEB 98	VIDEOS
016592	00196	PEN PRODUCTS	1169.00	09 FEB 98	CHAIRS-3 DEMOTTE,1 WHEATFIEL
016593	00197	POSTMASTER	36.00	09 FEB 98	POST OFFICE BOX RENTAL-WHEAT
016594	00198	PRECISION CONTROL SYSTEMS, I	776.00	09 FEB 98	VAV REPAIRS/HEATING SYSTEM-R
016595	00199	R.R. BOWKER	335.44	09 FEB 98	BOOKS
016596	00200	SCHOOL SPECIALTY, INC.	29.90	09 FEB 98	FILE SHELF-DEMOTTE
016597	00201	SECURITY COURIERS CORP.	585.60	09 FEB 98	TRANSPORT SERVICE 1/16-1/30/
016598	00202	SELECTVIDEO	101.60	09 FEB 98	VIDEOS
016599	00203	SUNSET PRODUCTIONS, INC.	15.00	09 FEB 98	CASSETTES
016600	00204	T.J. CUSTOMS	110.00	09 FEB 98	INSTALL SHELVES & FILES FOR
016601	00205	TEETERS CULLIGAN	9.95	09 FEB 98	COOLER RENTAL-WHEATFIELD
016602	00206 *	THINK TANK INFORMATION SYSTE	235.00	09 FEB 98	REPAIRS TO LAPTOP-WHEATFIELD

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208 W. SUSAN STREET

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016603	00207	TOWN OF DEMOTTE	43.12	09 FEB 98	SEWER SERVICE DEC 97;DEMOTTE
016604	00208	TOWN OF WHEATFIELD SEWER WOR	41.05	09 FEB 98	SEWER SERVICE FEB 98;WHEATFI
016605	00209	TRUGREEN-CHEMLAWN	873.00	09 FEB 98	LAWN APPLICATIONS-RENS,DEM &
--TOTAL AMOUNT OF CLAIMS--			16385.70		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 16385.70. Dated 09 FEB 98.

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_____	_____
_____	_____

MARCH

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, March 9, 1998, 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Board briefing: Organization of library staff

Information

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Salary ordinance changes (R 7)
- D. Workshop approval (York)(R 9)
- E. Approval of policy (R 9)
- F. Section 125 Premium Conversion Plan approval (R 9)

General Business

- A. Wheatfield Building (R 9-10)
- B. Universal Service Contracts (R 11)
- C. Board workshop attendance (R 9, R 10)

Action

Action

Action

Director's Report (R 9 – R 13)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes February 9, 1998
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Mary Linda Casey, Mary Duggleby, Anne-Marie Egan, Mark Heinig III, Barbara Leestma, Roger Walstra, Lynn Daugherty, James Staton

Consent Agenda: J. Staton moved, seconded by A-M Egan, to approve the Consent Agenda and Consent Agenda Items which included the January Board of Finance Minutes and January Board Minutes, Financial Reports, Salary Ordinance changes, Workshops for S. Maxwell and S. McKee, approval of the FMLA Policy, and changes to the Circulation Policy, and Board Bylaws as presented. Motion was unanimous.

Wheatfield Bldg. Task Force: Minor changes were made to the letter L. Daugherty will send to B. Lewis, superintendent of KV School Corporation, requesting an agreement to deed the lot adjacent to Wheatfield library to us with the understanding that *if* the library expanded, we would build extra parking for the school on their remaining school lots. A task force committee consisting of several staff, board, and community members will be formed and tentatively will begin its feasibility study in April. M. Duggleby and R. Walstra will be the Board representatives. M. Hohner and M. Lawyer will be invited to be part of the committee.

Automation Task Force: A-M Egan and M. Heinig will join six to seven staff members in analyzing and determining what changes are needed to our Galaxy automated system, if it can support our special requirements, or if we would be better served to migrate to another system.

Staff Development Day: On a motion by A-M Egan, seconded by J. Staton, the board approved closing all three libraries on Friday, April 24, 1998, to allow all staff to participate in an in-house workshop.

Meeting Room Use: A weight-loss group was given permission to meet in the DeMotte Library's Meeting Room on Monday mornings from 9:00-10:00 AM on a continuing basis, subject to periodic review, on a motion by J. Staton. M. L. Casey seconded the motion. Motion passed.

Director's Report: A patron is meeting with L. Daugherty regarding a book on the Internet that she felt contained information on a number of inappropriate sites, and which she feels should be removed from the library's collection.

Head Librarian Reports: Permission was given to revise this year's meeting agendas so each librarian and her Children's or Youth Services specialist (or librarian) may present her report when the Board Meeting is held at their library.

Decorative Ceiling Lights: Board gave their approval to have 10 light fixtures (6 DeMotte and 4 Rensselaer) replaced using Construction Fund money with the balance coming out of the Operating Fund.

Video Camera: Rensselaer Library is considering the purchase of a video camera located in the lobby to deter vandalism.

With no further business the meeting was adjourned on a motion by R. Walstra, seconded by A-M Egan at 8:05 PM.

Mary S. Duggleby
Attest: Mary Duggleby, Secretary

Barbara Leestma
Barbara Leestma, President

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	-0.2%	7.3%	-0.7%
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END OF MONTH: DEMOTTE RENSSELAER WHEATFIELD

Total Materials Owned	40297	51728	26456
Total Titles Owned	36582	47612	24668
Daily Avg Circulation	443	414	174

MONTHLY SYSTEM STATISTICS	1997	1998	% change
Circulation	24111	24736	3%

Jan. to date circulation	47754	50314	5%
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WHEATFIELD COLLECTION

MONTH-
END

V O L U M E S	T I T L E S
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XX

ADULT BOOKS

11110	10507	11177	10544	12226	11807	12262	11842	7791	7962	7849	8003	Fiction
13453	11166	13520	11218	18167	16130	18155	16169	7111	5612	7106	5639	Nonfiction

CHILDREN'S BKS

8292	7936	8332	7961	10190	9701	10215	9722	6057	5883	6059	5881	Fiction
5048	4809	5070	4826	7087	6743	7095	6751	3344	3271	3346	3272	Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2 2 2 2 373 160 373 160 3 3 3 3 GRAPHIC MAT'L

0 0 0 0 0 0 0 0 0 0 MICROFORMS

1093	967	1093	967	2170	1613	2168	1612	1211	1102	1211	1102	SOUND REC,ADULT
173	172	173	172	169	173	168	174	11	12	11	12	SOUND REC., CH
6	3	6	3	15	9	15	9	3	6	4	7	CD ROM SOFTWARE
4	2	4	2	87	23	87	23	113	58	113	58	SOFTWARE
										0	0	VERTICAL FILE
918	885	919	886	1192	1150	1189	1149	754	691	754	691	VHS
1	1	1	1	1	1	1	1			0	0	EQUIPMENT

40100 36450 40297 36582 51677 47510 51728 47612 26398 24600 26456 24668 TOTAL

CIRCULATION BY ITEM FINE CODE
February 1998

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	71	57	39	
100 (1)	57	83	15	
200 (2)	75	73	24	
300 (3)	348	303	120	
400 (4)	9	7	8	
500 (5)	78	72	13	
600 (6)	742	479	296	
700 (7)	340	205	105	
800 (8)	45	51	21	
900 (9)	196	231	65	
B (10)	118	145	47	
j000 (11)	39	29	3	
j100 (12)	12	20	6	
j200 (13)	8	9	8	
j300 (14)	83	71	28	
j400 (15)	22	8	0	
j500 (16)	233	267	98	
j600 (17)	88	123	39	
j700 (18)	170	137	51	
j800 (19)	40	46	7	
j900 (20)	104	120	49	
jB (21)	139	87	43	
FIC (22)	1513	1639	621	
yaFIC (23)	20	69	26	
LARGE PRINT (24)	75	48	27	
jFIC (25)	273	355	143	
jE (26)	1946	1646	630	
jER (27)	632	312	170	
Magazines (28)	861	526	271	
Games/Toys (29)	5	3	0	
Filmstrips (30)	0	0	0	
Microforms (31)	0	0	0	
Cassettes (32)	210	258	47	
jCassettes (33)	48	107	28	
Compact Discs (34)	114	224	152	
jCompact Discs (35)	0	1	4	
Sound Recordings (36)	1	53	5	
jSound Recordings (37)	0	17	0	
CD ROM Software (38)	9	19	0	
Vertical File (39)	93	76	2	
Equipment (40)	1	0	1	
yapFIC (41)	251	155	69	
jpFIC (42)	342	238	58	
Reference (43)	29	31	8	
Genealogy (44)	0	0	0	
jMagazines (45)	65	40	10	
VHS (46)	615	1131	639	
Computer software (47)	0	0	0	
Internet usage (49)	128	124	38	
Free reads	385	238	131	
Puzzles				
Talking books		5		
Assignment shelf books				
TOTAL	10633	9938	4165	24736

R4

CIRCULATION BY PATRON CODE

February 1998

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	1092	10.8%	1036	10.8%	574	14.3%	2702	11.4%
Adult Female (1)	6116	60.2%	5031	52.4%	2394	59.5%	13541	56.9%
Juvenile 0-11 (2)	1483	14.6%	1558	16.2%	576	14.3%	3617	15.2%
YA 12-17 (3)	595	5.9%	635	6.6%	179	4.4%	1409	5.9%
Nonresident No Fee (4)	74	0.7%	338	3.5%	0	0.0%	412	1.7%
Board/Staff (5)	299	2.9%	396	4.1%	285	7.1%	980	4.1%
School (6)	0	0.0%	54	0.6%	0	0.0%	54	0.2%
St. Joseph College (7)	0	0.0%	147	1.5%	0	0.0%	147	0.6%
State Library Card (8)	0	0.0%	0	0.0%	1	0.0%	1	0.0%
Nonresident Fee (9)	3	0.0%	7	0.1%	0	0.0%	10	0.0%
Corporate (10)	0	0.0%	48	0.5%	0	0.0%	48	0.2%
Reciprocal (11)	491	4.8%	354	3.7%	16	0.4%	861	3.6%
Total	10153		9604		4025		23782	
 Total items borrowed by nonresidents	 568	 5.6%	 900	 9.4%	 17	 0.4%	 1485	 6.2%

REGISTRATIONS

Borrowers--Start of month:	6501	6721	2667	15889
Borrowers--End of month:	6608	6831	2703	16142
 Non-resident, paying	 8	 18	 0	 26
PLAC card users	1	2	0	3
Reciprocal borrowers	209	114	12	335

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

February 1998

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	138	30	156	34	175	38	469	102
LOCAL HISTORY								
In person	7	2	27	8		0	34	10
Letters written		0	6	6		0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	15	1	80	7	19	2	114	10
Computer software used	15	1	86	7	20	2	121	10
VCR Use	0	0	2	0	0	0	2	0
Microforms	0	0	44	6		0	44	6
CD ROM software used	117	10	142	12	82	7	341	28
Public use of FAX service	14	2	21	4	20	3	55	9
Typewriter use	1	0	6	0	1	0	8	0
Other equipment used	0	0	0	0	0	0	0	0
Dial-in OPAC access							<u>33</u>	
OTHER LIBRARY SERVICES USED								
Walking book visits	0	0	3	2	0	0	3	2
Notarized documents	6	2	2	1	0	0	8	2
Meeting Room Use (number of groups)	53	18	39	13	30	10	122	41
Study room use	23	2	13	1		0	36	3
Copies made for patrons		0		0		0	0	0
Tax forms distributed		0		0		0	0	0
INTERLIBRARY LOANS								
Requests made for:	35	9	49	12	26	7	110	28
Items rec'd for:	29	15	27	14	8	4	64	32
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0
DIRECTIONAL QUESTIONS								
These statistics are gathered during one week every 3 months, then multiplied by 4.3 to give a monthly estimate. You will see the same figures for 3 months.								
By phone		0		0		0	0	0
In person		0		0		0	0	0
REFERENCE QUESTIONS								
By phone		0		0		0	0	0
In person		0		0		0	0	0

PROGRAMS

Programs for all ages			2		1			
Children's Programs (0-13)	32	192	15	90	9	54	56	336
Number attending	569		253		156		978	
YA Programs (14-17)		0		0		0	0	0
Number attending			1				1	
Adult Programs	1	6	9	54		0	10	60
Number attending	11		66		23		100	
Senior Citizen Programs	1	6		0		0	1	6
Number attending	11		35		1		47	
TOTAL NO. OF PROGRAMS	34	204	24	144	9	54	67	402
TOTAL PERSONS ATTENDING	591		355		180		1126	
TOTAL HOURS SPENT		499		413		180		1092

Salary Ordinance 1998

February 1998 update

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	Start Date
Gudeman, Kelly	Page	5.15/5.25	\$2,284.00	10	R	2/26/98
Kingman, Erin	Page	\$5.50	\$1,892.00	6	R	2/1/98

Nicole Amsler worked only 3 weeks in her six hour per week job. When she left, Kelly Gudeman took her position. Beginning March 1, Erin has asked to have her 10 hour per week position cut to 6 hours, and Kelly has agreed to work 10 hours per week.

Quinn-Maine Egan

Barbara Leedman

Mary S. Duggan

Mark H-Z

Reg. V. H.

JCPL FINANCIAL STATEMENT

February 1998

	<u>Beginning 1998 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$393,470.00	\$3,220.25	\$8,018.57	\$77,490.37	\$167,354.65	\$234,133.92
Investments \$135,500.00						
Public Library Access Card Fund	\$42.00	\$0.00	\$0.00	\$0.00	\$42.00	\$0.00
Gift Fund	\$4,544.76	\$200.00	\$285.00	\$123.08	\$290.36	\$4,539.40
DeMotte	\$438.18	\$175.00	\$190.00	\$37.86	\$117.94	\$511.24
Rensselaer	\$3,164.00	\$25.00	\$95.00	\$29.59	\$116.79	\$3,142.21
Wheatfield	\$941.58	\$0.00	\$0.00	\$55.63	\$55.63	\$885.95
Bond & Interest Redemption Fund	\$89,745.44	\$0.00	\$0.00	\$0.00	\$0.00	\$89,745.44
Investments \$89,500.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$29,752.43	\$130.24	\$258.55	\$0.00	\$0.00	\$30,010.98
Investments \$0.00						
City Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$82.55	\$0.00	\$0.00	\$0.00	\$0.00	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$90.48	\$0.00	\$0.00	\$2.97	\$2.97	\$87.51
Indiana Technology Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Technology Grant 1997	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$638.83	\$3.09	\$8.97	\$0.00	\$0.00	\$647.80
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$1,520.85	\$0.00	\$0.00	(\$1.93)	(\$111.85)	\$1,632.70
County Tax Collected	\$435.40	\$0.00	\$0.00	(\$0.84)	(\$57.37)	\$492.77
Employee Health Insur.	\$343.20	\$0.00	\$0.00	\$1,417.23	\$1,311.98	(\$968.78)
Employee P.E.R.F.	\$3,443.89	\$0.00	\$0.00	(\$1,233.42)	\$965.82	\$2,478.07
TOTAL ALL FUNDS.....	\$524,309.83	\$3,553.58	\$8,571.09	\$77,797.46	\$169,798.56	\$363,082.36

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
27 Feb 98

1.	BANK ONE CHECKING	8775.99
2.	BANK ONE-CONSTRUCTION FUND SAV	647.80
3.	BANK ONE-LIRF	30010.98
4.	PEOPLES STATE BANK	90520.78
5.	DEMOTTE STATE BANK	7926.81
6.	CASH ON HAND	200.00
7.		.00
8.		.00
9.	PINNACLE BANK CD #1030210	.00
10.	PINNACLE BANK CD #1030468	225000.00
11.		.00
12.		.00
13.		.00
14.		.00
15.		.00

TOTAL ALL BANK ACCOUNTS ----- 363082.36

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

27 Feb 98

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	43056.00	3588.00	7111.00	35945.00	16.5
1.12	SALARY OF ASSISTANTS	549551.33	42961.27	85739.30	463812.03	15.6
1.13	WAGES OF JANITORS	36144.89	2614.92	5375.08	30769.81	14.9
1.21	EMPLOYER'S SHARE-FICA	48172.94	3761.05	7514.26	40658.68	15.6
1.22	UNEMPLOYMENT COMPENSATION	3845.00	.00	329.36	3515.64	8.6
1.23	EMPLOYER'S CONTRIB.- PERF	25401.00	.00	6313.83	19087.17	24.9
1.24	EMPLOYER'S CONTRIB.- INS.	16800.00	1083.13	1183.13	15616.87	7.0
1.31	OTHER PERSONAL SERVICES	1500.00	.00	.00	1500.00	.0
2.11	OFFICIAL RECORDS	1200.00	.00	23.98	1176.02	2.0
2.12	STATIONERY AND PRINTING	700.00	.00	.00	700.00	.0
2.13	OTHER OFFICE SUPPLIES	5200.00	48.91	843.71	4356.29	16.2
2.21	CLEANING & SANITATION SUPPLIES	3700.00	3.35	486.03	3213.97	13.1
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	.00	20.00	.0
2.23	OTHER OPERATING SUPPLIES	4000.00	148.50	1210.88	2789.12	30.3
2.31	BUILDING MATERIALS & SUPPLIES	1500.00	1.04	1.04	1498.96	.1
2.32	PAINT AND PAINTING SUPPLIES	300.00	.00	.00	300.00	.0
2.33	REPAIR PARTS	500.00	.00	.00	500.00	.0
2.41	LIBRARY SUPPLIES	5500.00	33.12	458.08	5041.92	8.3
2.42	AUTOMATION SUPPLIES	4300.00	.00	37.98	4262.02	.9
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	2500.00	.00	157.50	2342.50	6.3
3.14	OTHER PROFESSIONAL SERVICES	9400.00	250.00	250.00	9150.00	2.7
3.21	TELEPHONE	12000.00	970.83	1955.77	10044.23	16.3
3.22	POSTAGE	6650.00	552.80	1383.80	5266.20	20.8
3.23	TRAVELING EXPENSE	5000.00	168.30	371.70	4628.30	7.4
3.24	PROFESSIONAL MEETINGS	6500.00	448.08	1788.32	4711.68	27.5
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17600.00	845.65	2435.46	15164.54	13.8
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	.00	1000.00	.0
3.32	OTHER PRINTING	200.00	.00	.00	200.00	.0
3.41	OFFICIAL BONDS	310.00	.00	160.00	150.00	51.6
3.42	OTHER INSURANCE	18000.00	.00	.00	18000.00	.0
3.51	GAS	27000.00	3748.02	5521.36	21478.64	20.4
3.52	ELECTRICITY	51000.00	4665.16	6200.07	44799.93	12.2
3.53	WATER	1000.00	50.15	150.95	849.05	15.1
3.54	WASTE DISPOSAL SERVICES	2500.00	168.77	381.24	2118.76	15.2
3.61	BUILDING & STRUCTURES	35000.00	1779.50	3370.00	31630.00	9.6
3.62	EQUIPMENT	7000.00	235.00	235.00	6765.00	3.4
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	77.95	87.90	137.10	39.1
3.91	DUES	2400.00	.00	30.00	2370.00	1.3
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	50000.00	.00	.00	50000.00	.0
3.95	SERVICE CONTRACTS	10000.00	585.60	1569.14	8430.86	15.7
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	28000.00	875.00	974.00	27026.00	3.5
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	37315.00	1231.99	1581.93	35733.07	4.2
4.51	BOOKS	145000.00	5883.76	14353.15	130646.85	9.9
4.52	PERIODICALS & NEWSPAPERS	38000.00	325.00	2601.05	35398.95	6.8
4.53	NONPRINTED MATERIALS	36000.00	385.52	5168.65	30831.35	14.4
	-TOTAL-	1301161.16	77490.37	167354.65	1133806.51	12.9

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 27 Feb 98

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
FED EFT	00258	INTERNAL REVENUE SERVICE CEN	6516.65	10 FEB 98	FICA & FED TAX WITHHELD 10 F
FED.EFT	00304	INTERNAL REVENUE SERVICE CEN	6073.39	25 FEB 98	REF #22096120, TRANSFER 11 F FICA & FED TAXES WITHHELD 25
IND EFT	00257	INDIANA DEPARTMENT OF REVENU	2122.70	10 FEB 98	REF #23317403, TRANSFER 26 F STATE & COUNTY TAX WITHHELD- REF #01435, VERIFICATION CODE 2/10/98 @ 9:47 a.m.
007072	00250	NICOLE L. AMSLER	54.35	10 FEB 98	PAYROLL
007073	00221	MARLENE BEEDLE	507.49	10 FEB 98	PAYROLL
007074	00215	GLENDA BROWN	653.46	10 FEB 98	PAYROLL
007075	00218	RENEE CARR	511.70	10 FEB 98	PAYROLL
007076	00223	CAVINDER, RACHAEL D.	536.09	10 FEB 98	PAYROLL
007077	00246	JUSTIN F. COPLEY	244.10	10 FEB 98	PAYROLL
007078	00217	LYNN DAUGHERTY	947.20	10 FEB 98	PAYROLL
007079	00210	CHARLOTTE FAGEN	693.06	10 FEB 98	PAYROLL
007080	00231	STEPHANIE D. FILSON	555.79	10 FEB 98	PAYROLL
007081	00229	HEEKE, MICHELLE M.	918.19	10 FEB 98	PAYROLL
007082	00234	SANDRA L. HESTERMAN	322.47	10 FEB 98	PAYROLL
007083	00220	ROSE E. HOWARD	481.16	10 FEB 98	PAYROLL
007084	00248	MINA HUFF	76.10	10 FEB 98	PAYROLL
007085	00222	GAIL M. JUNG	754.53	10 FEB 98	PAYROLL
007086	00242	AMBER J. KALUF	108.42	10 FEB 98	PAYROLL
007087	00238	ERIN C. KINGMAN	137.28	10 FEB 98	PAYROLL
007088	00216	DIANA KOBY	470.26	10 FEB 98	PAYROLL
007089	00213	JOAN KOPANDA	484.39	10 FEB 98	PAYROLL
007090	00214	KROS, DIANE	652.67	10 FEB 98	PAYROLL
007091	00224	SHARON K. LEWIS	124.11	10 FEB 98	PAYROLL
007092	00241	SHEILA MAXWELL	803.86	10 FEB 98	PAYROLL
007093	00236	KRISTINE L. MAYS	342.22	10 FEB 98	PAYROLL
007094	00247	SARAH A. MCKEE	902.98	10 FEB 98	PAYROLL
007095	00230	DIANE M. OPOLSKI	423.19	10 FEB 98	PAYROLL
007096	00249	NATHAN A. PLANT	92.42	10 FEB 98	PAYROLL
007097	00232	JACKIE REAGAN	712.76	10 FEB 98	PAYROLL
007098	00228	LISA RUSHER	545.64	10 FEB 98	PAYROLL
007099	00211	SHARON SCHULENBERG	611.26	10 FEB 98	PAYROLL
007100	00243	BECKY J. SHIDE	94.98	10 FEB 98	PAYROLL
007101	00226	JACK STANDISH	436.80	10 FEB 98	PAYROLL
007102	00239	PATRICIA STRINGFELLOW	548.10	10 FEB 98	PAYROLL
007103	00212	JILL TACHTIRIS	713.12	10 FEB 98	PAYROLL
007104	00245	BRENDA Z. THOMAS	127.79	10 FEB 98	PAYROLL
007105	00240	LINDA THOMPSON	221.64	10 FEB 98	PAYROLL
007106	00244	VAN KLEY, APRIL L.	90.59	10 FEB 98	PAYROLL
007107	00235	VIRGINIA VIS	116.10	10 FEB 98	PAYROLL
007108	00237	VIRGINIA L. VIS	165.70	10 FEB 98	PAYROLL
007109	00233	SUSAN M. WAKELAND	87.06	10 FEB 98	PAYROLL
007110	00219	WHITED, AMBER	532.94	10 FEB 98	PAYROLL
007111	00227	MARGARET M. WOODS	618.37	10 FEB 98	PAYROLL
007112	00225	LEANNE YORK	946.45	10 FEB 98	PAYROLL

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
007113	00298	NICOLE L. AMSLER	27.17	25 FEB 98	PAYROLL
007114	00270	MARLENE BEEDLE	458.49	25 FEB 98	PAYROLL
007115	00264	GLENDA BROWN	597.72	25 FEB 98	PAYROLL
007116	00267	RENEE CARR	451.32	25 FEB 98	PAYROLL
007117	00272	CAVINDER, RACHAEL D.	512.49	25 FEB 98	PAYROLL
007118	00295	JUSTIN F. COPLEY	213.47	25 FEB 98	PAYROLL
007119	00266	LYNN DAUGHERTY	947.20	25 FEB 98	PAYROLL
007120	00259	CHARLOTTE FAGEN	693.06	25 FEB 98	PAYROLL
007121	00280	STEPHANIE D. FILSON	480.40	25 FEB 98	PAYROLL
007122	00278	HEEKE, MICHELLE M.	918.19	25 FEB 98	PAYROLL
007123	00283	SANDRA L. HESTERMAN	279.29	25 FEB 98	PAYROLL
007124	00269	ROSE E. HOWARD	481.16	25 FEB 98	PAYROLL
007125	00271	GAIL M. JUNG	754.53	25 FEB 98	PAYROLL
007126	00291	AMBER J. KALUF	92.35	25 FEB 98	PAYROLL
007127	00287	ERIN C. KINGMAN	74.38	25 FEB 98	PAYROLL
007128	00265	DIANA KOOT	460.29	25 FEB 98	PAYROLL
007129	00262	JOAN KOPANDA	450.43	25 FEB 98	PAYROLL
007130	00263	KROS, DIANE	608.43	25 FEB 98	PAYROLL
007131	00273	SHARON K. LEWIS	124.11	25 FEB 98	PAYROLL
007132	00290	SHEILA MAXWELL	803.86	25 FEB 98	PAYROLL
007133	00285	KRISTINE L. MAYS	361.63	25 FEB 98	PAYROLL
007134	00296	SARAH A. MCKEE	902.98	25 FEB 98	PAYROLL
007135	00279	DIANE M. OPOLSKI	379.54	25 FEB 98	PAYROLL
007136	00297	NATHAN A. PLANT	119.60	25 FEB 98	PAYROLL
007137	00281	JACKIE REAGAN	712.76	25 FEB 98	PAYROLL
007138	00277	LISA RUSHER	499.25	25 FEB 98	PAYROLL
007139	00260	SHARON SCHULENBERG	552.41	25 FEB 98	PAYROLL
007140	00292	BECKY J. SHIDE	94.98	25 FEB 98	PAYROLL
007141	00275	JACK STANDISH	366.41	25 FEB 98	PAYROLL
007142	00288	PATRICIA STRINGFELLOW	459.79	25 FEB 98	PAYROLL
007143	00261	JILL TACHIRIS	591.71	25 FEB 98	PAYROLL
007144	00294	BRENDA Z. THOMAS	95.12	25 FEB 98	PAYROLL
007145	00289	LINDA THOMPSON	189.98	25 FEB 98	PAYROLL
007146	00293	VAN KLEY, APRIL L.	90.59	25 FEB 98	PAYROLL
007147	00284	VIRGINIA VIS	96.74	25 FEB 98	PAYROLL
007148	00286	VIRGINIA L. VIS	165.70	25 FEB 98	PAYROLL
007149	00282	SUSAN M. WAKELAND	87.06	25 FEB 98	PAYROLL
007150	00268	WHITED, AMBER	485.39	25 FEB 98	PAYROLL
007151	00276	MARGARET M. WOODS	565.82	25 FEB 98	PAYROLL
007152	00274	LEANNE YORK	946.45	25 FEB 98	PAYROLL
016558	00162	ADAIR PERFORMANCE	250.00	09 FEB 98	SUMMER READNG PRGRM;6/23 & 6 KEVIN ADAIR;MAGIC & JUGGLING
016559	00163	AGLL GENEALOGICAL SERVICES	28.50	09 FEB 98	BOOKS
016560	00164	AMERITECH	235.96	09 FEB 98	13 TELEPHONE DIRECTORIES
016561	00165	AMBER WHITED	6.98	09 FEB 98	EXPENSES-CIRC.COUNTERPRTS/CR
016562	00166	AVC CORPORATION	99.00	09 FEB 98	FEB SERVICE CONTRACT-FINANCI
016563	00167	BAKER & TAYLOR	4844.99	09 FEB 98	BOOKS & GIFT FUND BOOKS
016564	00168	BANK ONE	32.00	09 FEB 98	SAFE DEPOSIT BOX;1/22/98-1/2

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016565	00169	CARR'S HOME CONSTRUCTION	181.50	09 FEB 98	SNOW REMOVAL & SALT SIDEWALK
016566	00170	CENTRAL STATES SALES CORPORA	148.50	09 FEB 98	OUTDOOR BULBS
016567	00171	CHARLOTTE FAGEN	276.45	09 FEB 98	MILEAGE & CD ROMS
016568	00172	CHIEF, CDS	391.00	09 FEB 98	BOOKS
016569	00173	DIANE KROS	21.00	09 FEB 98	MILEAGE
016570	00174	DIVERSITY UNIFORMS	6.95	09 FEB 98	1 NAME BADGE
016571	00175	DTS, INC.	17.02	09 FEB 98	UPS
016572	00176	FRED PRYOR SEMINARS	99.00	09 FEB 98	MANAGE CONFLICT ANGER;3/13/9
016573	00177	GAIL JUNG	13.20	09 FEB 98	MILEAGE
016574	00178	GAIL JUNG	26.88	09 FEB 98	DEMOTTE PETTY CASH
016575	00179	GAIL JUNG	38.68	09 FEB 98	RENSSELAER PETTY CASH
016576	00180	GLENDA BROWN	12.50	09 FEB 98	EXPENSES-JASPER FOUNDATION D
016577	00181	HERITAGE OFFICE PRODUCTS, IN	69.88	09 FEB 98	CARTRIDGE & BULLETIN BOARD/T
016578	00182	INDIANA CHAMBER OF COMMERCE	35.00	09 FEB 98	BOOKS
016579	00183	INDIANA LIBRARY FEDERATION	50.00	09 FEB 98	GROUP INSURANCE MEMBERSHIP F
016580	00184	INCOLSA	580.00	09 FEB 98	98 INCOLSA WHEELS FEE(2 DAYS HTML/WEB DESIGN;3/12-McKEE &
016581	00185	INGRAM	111.27	09 FEB 98	BOOKS & AV
016582	00186	JACKIE REAGAN	9.99	09 FEB 98	DISPLAY ITEM/CHILDRENS AREA
016583	00187	JOURNAL AND COURIER	325.00	09 FEB 98	SUBSCRIPTION 2/98-2/99;RENS
016584	00188	LEISURE ARTS	29.45	09 FEB 98	BOOKS
016585	00189	LISA RUSHER	13.20	09 FEB 98	MILEAGE
016586	00190	LYNN DAUGHERTY	349.08	09 FEB 98	MILEAGE,AIRLINE TICKETS;KANS DAUGHERTY,HEEKE,LEESTMA
016587	00191	MARKS HOME IMPROVEMENTS	510.00	09 FEB 98	SNOW REMOVAL & SALT;JAN-DEMO
016588	00192	NETNITCO	58.25	09 FEB 98	INTERNET SERVICE;FEB/98;DEM,
016589	00193	NIPSCO	2990.87	09 FEB 98	UTILITIES 12/15-1/19/98;DEMO
016590	00194	NORTHWESTERN INDIANA TELEPHO	147.94	09 FEB 98	TELEPHONE SERVICE FEB/98;DEM
016591	00195	ON CUE #6106	15.00	09 FEB 98	VIDEOS
016592	00196	PEN PRODUCTS	1169.00	09 FEB 98	CHAIRS-3 DEMOTTE,1 WHEATFIEL
016593	00197	POSTMASTER	36.00	09 FEB 98	POST OFFICE BOX RENTAL-WHEAT
016594	00198	PRECISION CONTROL SYSTEMS, I	776.00	09 FEB 98	VAV REPAIRS/HEATING SYSTEM-R
016595	00199	R.R. BOWKER	335.44	09 FEB 98	BOOKS
016596	00200	SCHOOL SPECIALTY, INC.	29.90	09 FEB 98	FILE SHELF-DEMOTTE
016597	00201	SECURITY COURIERS CORP.	585.60	09 FEB 98	TRANSPORT SERVICE 1/16-1/30/
016598	00202	SELECTVIDEO	101.60	09 FEB 98	VIDEOS
016599	00203	SUNSET PRODUCTIONS, INC.	15.00	09 FEB 98	CASSETTES
016600	00204	T.J. CUSTOMS	110.00	09 FEB 98	INSTALL SHELVES & FILES FOR
016601	00205	TEETERS CULLIGAN	9.95	09 FEB 98	COOLER RENTAL-WHEATFIELD
016602	00206	THINK TANK INFORMATION SYSTE	235.00	09 FEB 98	REPAIRS TO LAPTOP-WHEATFIELD
016603	00207	TOWN OF DEMOTTE	43.12	09 FEB 98	SEWER SERVICE DEC 97;DEMOTTE
016604	00208	TOWN OF WHEATFIELD SEWER WOR	41.05	09 FEB 98	SEWER SERVICE FEB 98;WHEATFI
016605	00209	TRUGREEN-CHEMLAWN	873.00	09 FEB 98	LAWN APPLICATIONS-RENS,DEM &
016606	00251	INDIANA DEFERRED COMPENSATIO	600.08	10 FEB 98	WITHHELD FROM PAYROLL 10 FEB DAUGHERTY,KOBY,KOPANDA,SCHUL
016607	00252	ANTHEM BLUE CROSS AND BLUE S	2600.83	10 FEB 98	GROUP POLICY-MARCH '98 PREMIU
016608	00253	PHILIP N. HOWARD	105.00	10 FEB 98	REPAIR STEPS/SNOW REMOVAL-JA
016609	00254	OFFICE OF CHILD SUPPORT	27.46	10 FEB 98	CASE-ID: 054-66-5846-0

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016610	00255	SPRINT	1284.98	10 FEB 98	DATA LINES & LOCAL SERV./FEB
016611	00256	SPRINT	161.18	10 FEB 98	LONG DISTANCE/JAN '98-DEM,RE
016612	00299	INDIANA DEFERRED COMPENSATIO	611.80	25 FEB 98	WITHHELD FROM PAYROLL 25 FEB
016613	00300	CITY OF RENSSELAER	2395.29	25 FEB 98	DAUGHERTY,KOBY,KOPANDA,SCHUL
016614	00301	NIPSCO	3161.77	25 FEB 98	UTILITIES 1/9/98-2/9/98;RENS
					UTILITIES;DEMOTTE:1/19/98-2/
					WHEATFIELD:1/13/98-2/11/98
016615	00302	OFFICE OF CHILD SUPPORT	27.46	25 FEB 98	CASE-ID: 054-66-5846-0
016616	00303	SPRINT	164.13	25 FEB 98	TELEPHONE SERVICE FEB 1998-W
--TOTAL AMOUNT OF CLAIMS--			77797.46		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 77797.46. Dated 09 MAR 98.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
February 28, 1998

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
ES & FEES.....			\$1,939.27	\$3,867.90
DeMotte	\$755.42	\$1,431.01		
Rensselaer	\$713.59	\$1,559.53		
Wheatfield	\$470.26	\$877.36		
PHOTOCOPIES.....			\$692.92	\$1,176.72
DeMotte	\$289.80	\$481.25		
Rensselaer	\$292.52	\$513.52		
Wheatfield	\$110.60	\$181.95		
CARDS.....			\$64.00	\$128.00
DeMotte	\$28.00	\$46.00		
Rensselaer	\$24.00	\$50.00		
Wheatfield	\$12.00	\$32.00		
COMPUTER DISKS.....			\$0.70	\$1.40
INTEREST.....			\$236.35	\$2,547.54
TAXES.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$287.01	\$297.01
Program Fee	\$0.00	\$10.00		
Postage	\$0.00	\$0.00		
Utility-Telephones	\$3.05	\$3.05		
1997 Polk's Magazine Subscription	\$283.96	\$283.96		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$3,220.25	\$8,018.57
PLAC FUND.....			\$0.00	\$0.00
GIFT FUNDS.....			\$200.00	\$285.00
DeMotte	\$175.00	\$190.00		
Rensselaer	\$25.00	\$95.00		
Wheatfield	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
HOST/HOSPITALITY FUND.....			\$0.00	\$0.00
LIBRARY IMPROVEMENT FUND.....			\$130.24	\$258.55
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$0.00
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$0.00
ATE TECHNOLOGY GRANT 1997.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$3.09	\$8.97
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$0.00
TOTAL RECEIPTS - ALL FUNDS.....			\$3,553.58	\$8,571.09

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016617	00305	AMBER WHITED	65.61	09 MAR 98	MILEAGE & EXPENSES
016618	00307	AMERICAN BUSINESS INFORMATIO	79.00	09 MAR 98	PHONE DIRECTORY CD/PKG
016619	00308	ALA/BOOKLINKS	24.95	09 MAR 98	ANNUAL SUBSCRIPTION-6/98 - 6
016620	00309	AMER. LIBRARY ASSOCIATION	69.50	09 MAR 98	ANNUAL SUBSCRIPTION-BOOKLIST
016621	00310	AMERICAN LIBRARY ASSN	39.50	09 MAR 98	BOOKS
016622	00311	AMERICAN LIBRARY ASSOCIATION	870.00	09 MAR 98	ALA MEMBERSHIP;ALTA & PLA
016623	00312	ANTHEM INSURANCE COMPANIES,	300.00	09 MAR 98	ILF CONVERSION PLAN INITIAL
016624	00313	BAKER & TAYLOR	6194.84	09 MAR 98	BOOKS & GIFT BOOKS
016625	00314	BEN FRANKLIN	9.72	09 MAR 98	AFTERSCHOOL/STORYTIME SUPPLI
016626	00315	BETTER CONTAINERS MFG. CO. I	320.44	09 MAR 98	PLASTIC LIBRARY BAGS
016627	00316	BETTY A. HUFF (PAS-TIME BOO	346.53	09 MAR 98	BOOKS
016628	00317	CARL CORPORATION	288.00	09 MAR 98	IKIOSK(16)
016629	00318	CENTRAL STATES SALES CORPORA	173.70	09 MAR 98	OUTDOOR BULBS
016630	00319	CHARLOTTE FAGEN	26.40	09 MAR 98	MILEAGE
016631	00320	CHIEF, CDS	30.00	09 MAR 98	BOOK
016632	00321	CLEMENT COMMUNICATIONS INC.	111.80	09 MAR 98	SUPERVISORS GUIDE/EMPLMT. PR 3/23/98 - 3/21/99
016633	00322	CRITICS' CHOICE VIDEO	206.65	09 MAR 98	VIDEOS
016634	00323	DEMCO	1153.88	09 MAR 98	BK PKCTS & JCKTS;CD & VIDEOS LABELS,FASTAPE,BROWSERS
016635	00324	DEMOTTE OFFICE SUPPLY	12.85	09 MAR 98	COLOR-CODED LABELS,INDEX TAB
016636	00325	DIANA KOOY	46.53	09 MAR 98	MILEAGE, SUPPLIES FOR PAINTI
016637	00326	DIANE KROS	27.60	09 MAR 98	MILEAGE
016638	00327	FACTS ON FILE NEWS SERVICES	2139.30	09 MAR 98	CD-ROM QRTLY-WINDOWS;2/98-2/
016639	00328	FASE-KALUF TV & APPLIANCE	59.98	09 MAR 98	COMPUTER PRINTER SWITCH
016640	00329	FASE'S WATER TREATMENT & FLO	96.25	09 MAR 98	REDOUT-DEMOTTE
016641	00330	FOREST HOUSE PUBLISHING CO.,	670.33	09 MAR 98	BOOKS
016642	00331	OCLC/FOREST PRESS	40.00	09 MAR 98	BOOK
016643	00332	GA FOODS GROUP	8.54	09 MAR 98	AFTERSCHL PRGM & ADULT BK DI
016644	00333	GAIL JUNG	13.20	09 MAR 98	MILEAGE
016645	00334	GALE RESEARCH INC.	93.44	09 MAR 98	COUNTRIES/WORLD LEADERS & CA
016646	00335	GAYLORD BROS.	68.50	09 MAR 98	LABELS,PLASTIC FILES,FOLDING
016647	00336	GTI	415.01	09 MAR 98	BAR CODE LABELS
016648	00337	HP PRODUCTS CORP.	456.95	09 MAR 98	ICE MELT,KLEENEX,M-FOLD TWLS T.PAPER,VACUUM CORD
016649	00338	HERITAGE OFFICE PRODUCTS, IN	1205.46	09 MAR 98	SHELVES,STORAGE CAB.,FILE CA DESK ORGNZ, UTILITY TBL, POU
016650	00339	HIGHSMITH CO. INC.	851.63	09 MAR 98	MAG. BINDERS, CONTACT PAPER, SUMMER READING SUPPLIES
016651	00340	HOLIDAY INN CITI CENTER	665.87	09 MAR 98	3/11/98-3/14/98;PLA CONVENTI
016652	00341	HOLMES PLUMBING	35.00	09 MAR 98	MEN'S BATHROOM REPAIRS-DEM.
016653	00342	INCOLSA	200.00	09 MAR 98	MICROCMPTRS;2/5/98-REF.TRNIN MARC FORMAT WKSP;4/1/98
016654	00343	ILF ANNUAL CONFERENCE	953.00	09 MAR 98	4/7/98 & 4/8/98-15 EMPLOYEES
016655	00344	INFORMATION ACCESS COMPANY	1108.00	09 MAR 98	HEALTH REF. SUBSCRPT.4/1/98-
016656	00345	INGRAM	40.42	09 MAR 98	BOOKS
016657	00346	KOLORTECH, INC.	408.09	09 MAR 98	OUTDOOR & FLOURESCENT BULBS
016658	00347	LANDMARK AUDIOBOOKS	2597.00	09 MAR 98	AUDIOBOOK LEASE;2/98-2/99

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016659	00348	LIBRARY STORE, INC.	276.00	09 MAR 98	PLASTIC MAGAZINE FILES
016660	00349	LYNN DAUGHERTY	35.45	09 MAR 98	POSTAGE & MILEAGE
016661	00350	MEREDITH CORPORATION	114.87	09 MAR 98	BOOKS
016662	00351	MICROMARKETING ASSOCIATES	125.85	09 MAR 98	VIDEOS
016663	00352	ON CUE #6106	1481.27	09 MAR 98	VIDEOS & CD'S
016664	00353	PATTY STRINGFELLOW	13.20	09 MAR 98	MILEAGE
016665	00354	PEGGY WOODS	100.41	09 MAR 98	MILEAGE,EXPENSES,VIDEO DEPOS
016666	00355	PHILIP N. HOWARD	45.00	09 MAR 98	CHANGE LIGHTS- INSIDE & OUTS
016667	00356	POSTMASTER	36.00	09 MAR 98	P.O. BOX FEE-ANNUAL/DEMOTTE
016668	00357	POSTMASTER GENERAL	640.00	09 MAR 98	STAMPS;2000-.32
016669	00358	POWERKIDS PRESS	388.03	09 MAR 98	BOOKS
016670	00359	QUILL	1586.53	09 MAR 98	FILE FOLDERS,HI-LITER'S,LABE RIBBON'S,LASER & JET PRNTR,P
016671	00360	RACHAEL CAVINDER	25.00	09 MAR 98	WINDOWS 95 ADULT ED. CLASSES
016672	00361	REGENT BOOK CO., INC.	10.82	09 MAR 98	BOOKS
016673	00362	RENSSELAER REPUBLICAN	84.16	09 MAR 98	HELP WANTED AD 1/7-1/16/98;R
016674	00363	SCHULTZ TV & ELECTRONICS	42.50	09 MAR 98	VCR REPAIR-WHEATFIELD
016675	00364	SECURITY COURIERS CORP.	780.80	09 MAR 98	TRANSPORT SERV.2/6-2/27/98
016676	00365	SELECTVIDEO	112.50	09 MAR 98	VIDEOS
016677	00366	SHEILA MAXWELL	199.03	09 MAR 98	MILEAGE & EXPENSES
016678	00367	SIMPLEX TIME RECORDER CO.	106.50	09 MAR 98	CHECK FIRE DOOR BATTERY-RENS
016679	00368	SOCIAL ISSUES RESOURCES SERI	285.00	09 MAR 98	ANNUAL SUBSCRIPTIONS-DEM & W
016680	00369	STEPHANIE FILSON	6.30	09 MAR 98	MARC RECORDS WORKSHOP EXPENS
016681	00370	SUDANCO AFFORDABLE ALTERNATI	31.35	09 MAR 98	7 DAY LOAN LABELS
016682	00371	TEETERS CULLIGAN	76.50	09 MAR 98	WATER & COOLER RENTAL-WHEATF
016683	00372	THE TIMES-WESTLAKE EDITIONS	226.20	09 MAR 98	ANNUAL SUBSCRIPTION TO 3/99-
016684	00373	THINK TANK INFORMATION SYSTE	6726.01	09 MAR 98	COMPUTERS,SOUND SYSTMS,MEMOR
016685	00374	TIME-LIFE EDUCATION	124.80	09 MAR 98	BOOKS
016686	00375	TOWN OF DEMOTTE	43.12	09 MAR 98	SEWER SERVICE;JAN '98/DEMOTT
016687	00376	TOWN OF WHEATFIELD SEWER WOR	41.05	09 MAR 98	SEWER SERVICE;MARCH '98/WHEA
016688	00377	TYSEN'S COUNTRY GROCERY, INC	38.57	09 MAR 98	STORYTIME/AFTERSCHOOL SUPPLI
016689	00378	VIDEO STOP	69.50	09 MAR 98	VIDEOS
016690	00379	VIKING OFFICE PRODUCTS	187.74	09 MAR 98	PAPER,MASKING TAPE,INK RIBBO SILVER MARKERS,CLASP ENVELOP
016691	00380	WAL-MART STORES, INC.	567.06	09 MAR 98	VIDEOS,CD'S,CABLE,STORAGE BO CHILDREN'S PROGRAM SUPPLIES-
016692	00381	THE TIMES-PORTER EDITION	143.00	09 MAR 98	NEWSPAPER SUBSC.-3/15/98-3/1
--TOTAL AMOUNT OF CLAIMS--			37293.59		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 37293.59. Dated 09 Mar 98.

_____	_____
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APRIL

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, April 13, 1998, 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Board briefing: Library terminology

Information

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Approval of Personnel Policy (R 7- R 14)

General Business

- A. Wheatfield Building (R 15)
- B. Board workshop attendance (R 16)

Discussion
Action

Director's Report (R 15 – R 18)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes March 16, 1998
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Mary Duggleby, Anne-Marie Egan, Mark Heinig, Barbara Leestma, Roger Walstra, Lynn Daugherty. **Absent:** James Staton, Mary Linda Casey

Consent Agenda: M. Heinig moved, seconded by A-M Egan, to approve the Consent Agenda and Consent Agenda Items which included the February Board Minutes, Financial Reports, Salary Ordinance changes, Workshop for L. York, approval of the unchanged Walking Books Policy, adoption of the Internal Revenue Code Section 125 Plan for health premiums. Motion was unanimous.

Wheatfield Building: KV School Board is not interested in forging an agreement with the library regarding any land acquisition. The task force will meet as planned on March 23 at the Wheatfield Library to begin their study. Their work is expected to take approximately three months. Once this committee has made their recommendations regarding the direction we need to pursue, the board will then consider approaching the KV School Board if there is a need for expansion.

Universal Service Agreement: Applications for discounted telecommunications are completed and were sent to the School & Library Corporation who administers the Universal Service program. A T-1 line between our libraries, as bid by Sprint, will cost us \$1449/month. Regular phone service will be reduced by 55%. The savings gained will be applied to the difference we are presently paying (\$787.40) for a 56kb and the T-1 line. Therefore, our present budget will be able to support the cost of the faster T-1 connection. Bids for a provider for e-mail service have been requested. The state pays for Internet access, but we will still need to have a provider for e-mail capabilities. Bids for a T-1 line between the libraries, pager service, and additional equipment to speed up the Internet connection for use with a T-1 line have been received.

A-M Egan moved to approve bids received for T-1 service and three Adtran units with Sprint, server switch with Thinktank, and pager service through Midway Electronics, pursuant to approval of the discounts offered through the Universal Service Agreement. Motion seconded by R. Walstra. Vote was unanimous.

Budget Workshop: On May 13 the Lake County Public Library will hold a two-way interactive teleconference workshop on the budget. This is an annual event to aid in budget preparation and also provides an update on new legislation recently passed. The last opportunity to register will be at the April Board meeting for board members interested in attending. Mary Duggleby and Anne-Marie Egan have expressed interest in attending the all day workshop.

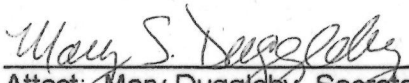
Dan Cain workshop has been set for Saturday, May 9, 1998, from 9:00-4:00 at JCPL.

Budget 101 with Dave Hurst was cancelled for February 28th because of injuries he sustained in a fall. He will call to reschedule the workshop.

B. Leestma who attended the PLA Conference in Kansas City encouraged board members to attend library conventions and seminars whenever possible. The PLA workshops were very enriching, exciting, and enlightening. A wealth of information can be gained by participating in these events.

Director's Report: In order for the library to receive each month (15) copies of books recommended on Oprah Winfrey's Show, the library must have a membership in ALA. In view of this information and other benefits of ALA membership, the library did renew its 1998 membership.

With no further business, A-M Egan moved to adjourn at 8:00 PM. Motion seconded by M. Duggleby.


Attest: Mary Duggleby, Secretary


Barbara Leestma, President

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	-6.8%	-7.8%	-4.5%
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END OF MONTH: DEMOTTE RENSSELAER WHEATFIELD

Total Materials Owned	40420	51942	26483
Total Titles Owned	36674	47755	24666
Daily Avg Circulation	427	434	181

[illegible]

MONTHLY SYSTEM STATISTICS	1997	1998	% change
Circulation	25704	23948	-7%

Jan. to date circulation	73458	74262	1%
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WHEATFIELD COLLECTION

MONTH
END

VOLUMES	TITLES
1	1
2	2
3	3
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100	100

XX

ADULT BOOKS

11110	10507	11173	10542	12226	11807	12310	11881	7791	7962	7871	8013	Fiction
13453	11166	13542	11230	18167	16130	18190	16150	7111	5612	7084	5620	Nonfiction

CHILDREN'S BKS

8292	7936	8354	7970	10190	9701	10286	9796	6057	5883	6056	5880	Fiction
5048	4809	5138	4894	7087	6743	7136	6784	3344	3271	3361	3276	Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2	2	2	2	373	160	373	160	3	3	3	3	GRAPHIC MAT'L
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0 0 0 0 0 0 0 0 . 0 0 MICROFORMS

1093	967	1093	967	2170	1613	2172	1615	1211	1102	1211	1102	SOUND REC,ADULT
173	172	173	172	169	173	168	174	11	12	11	12	SOUND REC., CH
6	3	6	3	15	9	15	9	3	6	4	7	CD ROM SOFTWARE
4	2	4	2	87	23	87	23	113	58	113	58	SOFTWARE
										0	0	VERTICAL FILE
918	885	934	891	1192	1150	1204	1162	754	691	769	695	VHS
1	1	1	1	1	1	1	1			0	0	EQUIPMENT

40100	36450	40420	36674	51677	47510	51942	47755	26398	24600	26483	24666	TOTAL
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R4

CIRCULATION BY PATRON CODE

March 1998

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	883	9.5%	1040	11.0%	498	13.0%	2421	10.7%
Adult Female (1)	5569	60.0%	5156	54.8%	2385	62.2%	13110	58.2%
Juvenile 0-11 (2)	1390	15.0%	1431	15.2%	465	12.1%	3286	14.6%
YA 12-17 (3)	564	6.1%	514	5.5%	128	3.3%	1206	5.4%
Nonresident No Fee (4)	85	0.9%	284	3.0%	19	0.5%	388	1.7%
Board/Staff (5)	334	3.6%	461	4.9%	301	7.9%	1096	4.9%
School (6)	0	0.0%	31	0.3%	0	0.0%	31	0.1%
St. Joseph College (7)	0	0.0%	165	1.8%	0	0.0%	165	0.7%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	21	0.2%	12	0.1%	0	0.0%	33	0.1%
Corporate (10)	0	0.0%	52	0.6%	29	0.8%	81	0.4%
Reciprocal (11)	437	4.7%	266	2.8%	8	0.2%	711	3.2%
Total	9283		9412		3833		22528	
 Total items borrowed by nonresidents	 543	 5.8%	 758	 8.1%	 27	 0.7%	 1328	 5.9%

REGISTRATIONS

Borrowers--Start of month:	6608	6831	2703	16142
Borrowers--End of month:	6694	6903	2741	16338
 Non-resident, paying	 6	 17	 0	 23
PLAC card users	1	2	0	3
Reciprocal borrowers	212	113	2	327

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

March 1998

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	107	23	118	26	209	45	434	94
LOCAL HISTORY								
In person	6	2	14	4	0	0	20	6
Letters written	0	0	9	9	0	0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	8	1	90	8	9	1	107	9
Computer software used	8	1	108	9	11	1	127	11
VCR Use	1	0	3	0	0	0	4	1
Microforms	0	0	66	9	0	0	66	9
CD ROM software used	103	9	150	13	58	5	311	26
Public use of FAX service	2	0	13	2	6	1	21	4
Typewriter use	2	0	1	0	1	0	4	0
Other equipment used	0	0	1	0	0	0	1	0
Dial-in OPAC access							<u>28</u>	
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	5	3	0	0	6	4
Notarized documents	0	0	0	0	0	0	0	0
Meeting Room Use (number of groups)	57	19	34	11	26	9	117	39
Study room use	17	1	9	1	0	0	26	2
Copies made for patrons		0		0		0	0	0
Tax forms distributed		0		0		0	0	0
INTERLIBRARY LOANS								
Requests made for:	42	11	54	14	23	6	119	30
Items rec'd for:	47	24	59	30	29	15	135	68
Items requested by other libraries	2						2	
Items supplied to other libraries	2	1		0		0	2	1
DIRECTIONAL QUESTIONS								
These statistics are gathered on a sample basis over a 3 month period. You will see them listed only one month out of every 3 months.								
By phone		0		0		0	0	0
In person		0		0		0	0	0
REFERENCE QUESTIONS								
By phone		0		0		0	0	0
In person		0		0		0	0	0

PROGRAMS

Programs for all ages	0	0	1	6	3	18	4	24
Children's Programs (0-13)	15	90	14	84	10	60	39	234
Number attending	232		196		120		548	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Adult Programs	0	0	4	24	0	0	4	24
Number attending	14		51		29		94	
Senior Citizen Programs	1	6	0	0	0	0	1	6
Number attending	25		17		3		45	
TOTAL NO. OF PROGRAMS	16	96	18	108	10	60	44	264
TOTAL PERSONS ATTENDING	271		264		152		687	
TOTAL HOURS SPENT		283		360		220		863

CIRCULATION BY ITEM FINE CODE
March 1998

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	56	43	16	
100 (1)	77	89	18	
200 (2)	61	60	33	
300 (3)	366	316	141	
400 (4)	5	6	0	
500 (5)	62	75	27	
600 (6)	634	430	210	
700 (7)	305	196	126	
800 (8)	65	52	17	
900 (9)	177	231	51	
B (10)	82	111	40	
j000 (11)	22	14	2	
j100 (12)	11	7	3	
j200 (13)	13	10	7	
j300 (14)	94	100	48	
j400 (15)	12	7	2	
j500 (16)	280	232	89	
j600 (17)	168	104	46	
j700 (18)	127	151	38	
j800 (19)	41	15	3	
j900 (20)	102	100	23	
jB (21)	76	44	14	
FIC (22)	1438	1853	663	
yaFIC (23)	41	70	15	
LARGE PRINT (24)	73	55	23	
jFIC (25)	305	365	100	
jE (26)	1457	1726	631	
jER (27)	391	247	137	
Magazines (28)	960	376	263	
Games/Toys (29)	0	14	0	
Filmstrips (30)	0	0	0	
Microforms (31)	0	0	0	
Cassettes (32)	132	242	61	
jCassettes (33)	76	132	26	
Compact Discs (34)	97	192	143	
jCompact Discs (35)	2	4	3	
Sound Recordings (36)	2	36	1	
jSound Recordings (37)	2	9	0	
CD ROM Software (38)	15	21	9	
Vertical File (39)	104	299	81	
Equipment (40)	0	0	0	
yapFIC (41)	260	150	50	
jpFIC (42)	398	201	54	
Reference (43)	48	65	29	
Genealogy (44)	0	0	0	
jMagazines (45)	73	44	30	
VHS (46)	600	1137	632	
Computer software (47)	0	0	0	
Internet usage (49)	92	116	35	
Free reads	408	216	222	
Puzzles				
Talking books		4		
Assignment shelf books		9		
TOTAL	9810	9976	4162	23948

WHEATFIELD COLLECTION

MONTH
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VOLUMES	TITLES
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Fiction
Nonfiction

Fiction
Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

3 3 3 3 GRAPHIC MAT'L

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0 0 MICROFORMS

1093	967	1093	967	2170	1613	2172	1615	1211	1102	1211	1102	SOUND REC,ADULT
173	172	173	172	169	173	168	174	11	12	11	12	SOUND REC., CH
6	3	6	3	15	9	15	9	3	6	4	7	CD ROM SOFTWARE
4	2	4	2	87	23	87	23	113	58	113	58	SOFTWARE

918	885	934	891	1192	1150	1204	1162	754	691	769	695	VHS
1	1	1	1	1	1	1	1			0	0	EQUIPMENT

40100	36450	40420	36674	51677	47510	51942	47755	26398	24600	26483	24666	TOTAL
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MEMORANDUM

Personnel Policy

Summary: The Policy Committee recommends the following changes in the Personnel Policy. Most are housekeeping changes, made for clarification or to reflect organizational changes. You have been given only those pages in the policy for which changes are recommended. The entire policy may be found on pages 109-120 of your Board Handbook.

p. 110, Salaries, 1.4.2. this simply restates the purpose of the probationary period and states the consequences of an unsatisfactory rating without tying "immediate termination" to probationary periods only. This issue is again addressed in a new section on p. 121: Section 18, Discipline.

p.112-118. System Administrator position is added to Salary Schedule, classifications, etc.

p. 115. Removed a phrase under "Benefits, #1" which grandfathered in persons working 24 hours per week in 1993. We no longer have anyone in that category.

p. 117. Vacation time. Vacation benefits will now be "given" at the end of a successfully completed probationary period. They are not "earned" month by month as they are after the end of the probation. Those who fail to successfully complete their probationary period (and thus are terminated) are not paid for "earned" vacation days as they were previously.

Allows new employees to take any vacation time earned in the *previous calendar year* after the successful end of their 6 month probationary period.

p. 118. Health/life insurance. A newly worded section to describe our new group health/life benefit.

p. 119. Family and Medical Leave. In this section discussing excused absences, etc., refers employee to the separate FMLA Policy.

p. 119. Overtime/Compensatory Time. Change in wording only.

p. 120. Section 14.2. Changes NIALSA acronym to INCOLSA.

Section 16. Appropriate dress. Changed wording to reflect the existence of Dress-down days

Section 17. Alcohol & drug use. The State of Indiana requires the wording we propose in the last paragraph. Last year when we added this section to our policy, for some reason we omitted the phrase "for a violation occurring in the workplace".

p. 121. Discipline. This is a new section of the policy which again restates the "at-will" status of employees, lists the types of discipline which may be applied and, importantly, states that each case is individual and may need to be treated differently.

Vote: To revise the Personnel Policy as presented by the Policy Committee.

SALARIES

1. Salaries

- 1.1 This salary policy will be reviewed annually to
- 1.2 The Board is responsible for determining the amount of
- 1.3 The Director is responsible for determining the job

1.4 Explanation of Schedule

- 1.4.1 Each position includes several steps within the minimum and maximum stated amounts. New employees will normally be hired at Step 1 in the appropriate classification. The time required to the next step is as follows:

First six months : Step 1	After 5 years: Step 7
Second six months: Step 2	After 6 years: Step 8
After 1 year: Step 3	After 7 years: Step 9
After 2 years: Step 4	After 8 years: Step 10
After 3 years: Step 5	After 9 years: Step 11
After 4 years: Step 6	

- 1.4.2 The first six months of employment is a probationary period. Upon completion of the probationary period, if the employee has received a satisfactory written evaluation, the employee will advance to "Regular Employee" status, moving from Step 1 to Step 2 at the beginning of the next pay period.

Replace above paragraph with: The first six months of employment is a probationary period, a trial period designed to determine if the employee is suited to the job and capable of satisfactorily performing the work assigned.

After an employee has been employed for six months, s/he will be evaluated. A satisfactory rating upon completion of the six-month probationary period will qualify the individual as a regular employee. S/he will then advance from Step 1 to Step 2 in the salary scale. An unsatisfactory rating at any time during the probationary period may result in immediate termination.

- 1.4.3 Thereafter, advances in steps will be awarded in January. By January, an employee must have spent at least 4 months in a 6-month step or 8 months in a 12 month step before being eligible to advance to the next step. Otherwise, the employee remains in his/her present step until the following January.

1.8 Salary Classifications

Page: Must be 16 years old....

Clerk: High school graduate...

Library Assistant I: H.S. graduate.

Library Assistant II: H.S. graduate with 2 years

Library Specialist I: 2 years of college or 5 years of

Library Specialist II: Same requirements and duties as Library Specialist I except

Special Services Librarian: College graduate responsible for area of

Assistant Bookkeeper: Assists in data entry, payroll, accounts

Business manager/Administrative Assistant: Manages business

Janitor: Responsible for cleaning and light maintenance of library building.

Janitor/Maintenance Person: Responsible for cleaning and

Librarian I: Bachelor's degree and Indiana library certification....

Librarian II: MLS degree. Responsible for children's and young adult services,

Systems Administrator: Responsible for management of hardware and operating software for integrated library system and for computer network.
--

Director: MLS degree plus 2-3 years supervisory experience....

BENEFITS

1. Employees qualified for benefits: Sections 2 through 7 apply only to persons working 32 or more hours per week. Sentence about grandfathered staff is omitted here.

4. Vacations

4.1 Schedule of earned vacation credit

4.1.1 Certified librarians and Systems Administrator

A. Librarian or Systems Administrator working an average of 32 hours per week

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

4.2 Regulations

.....
4.2.4

Vacation time accrued during one calendar year may not be taken until January of the following calendar year except that a new employee is not eligible to use vacation time until after completing one year continuous employment. At that time, the new employee may take vacation time accrued between his/her starting date and the end of the calendar year in which he/she started.

Replace above paragraph with: Vacation time accrued during one calendar year may be taken after the beginning of the following calendar year.

New employees are entitled to vacation benefits upon satisfactory completion of the six-month probationary period. The time worked during the probationary period counts toward vacation time once the employee has attained regular employment status.

Employees who successfully complete their probationary period are immediately eligible to take any vacation credit earned during the previous calendar year. Employees failing to successfully complete their probationary period will not be credited with any vacation time.

- 4.2.5 After first partial year of employment, all vacation time will be figured on the calendar year.
- 4.2.6 Any employee who has successfully completed his/her probationary period and leaves before the end of any year will be paid for unused vacation leave.
- 4.2.7 Vacation leave will not accrue during unpaid leaves of absence.

Sick time may be used for extended funeral leave with the approval of the supervisor or director (see 2.8).

7. Public Employee's Retirement Fund (PERF)

- 7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director
Assistant Director
Agency Librarian
Children's Librarian
Technical Services Librarian
Administrative Assistant
Library Specialist
Library Assistant
Special Services Librarian
Systems Administrator

8. Health/life insurance

Replace original health insurance section with this:

- 8.1 Group health insurance, which also offers vision, dental, life and accidental death benefits, is presently available to all employees working 35 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.
- 8.2 The Board will pay all but \$1.00 per year of the life insurance cost for any eligible employees who choose not to take the health insurance.

9. Family and medical leave

The Family and Medical Leave Act of 1993 provides employees with leave of absence for up to twelve (12) weeks per year for certain family or medical reasons. Consult the JCPL FMLA Policy for more details. (p.171)

13. Overtime/Compensatory Time

- 13.1 Except in emergency situations, non-exempt employees may work overtime only if compensatory time off can be arranged so that they work no more than 40 hours per week. Delete: Compensatory time must be taken within the same pay period.

- 13.2 Exempt employees may work overtime and will receive compensatory time if it is taken before the end of the pay period following the pay period in which the overtime was worked. Compensatory time may be taken at a later date only by special permission of the Director.

Replace above paragraph with the following: Exempt employees may work overtime and will receive compensatory time. It is preferred that compensatory time be taken within a month after it is earned. Compensatory time may be taken at a later date with the Director's permission.

14. Meetings and conferences

- 14.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. Board approval is required to attend workshops and other meetings which are not sponsored by ILF or INCOLSA.

16. Appropriate dress

In order to project a professional image of the library, staff may not normally wear jeans, cut-offs, or shorts while on duty. Jeans and other clothing normally judged unacceptable for work will be allowed in special instances with permission from the Director. Replace previous sentence with: Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on dress-down days and on other special occasions with permission from the Director. The Director and supervisors will determine what is appropriate dress.

17. Alcohol and drug use

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

18. Discipline

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis. The types of formal discipline that may be imposed include verbal warnings, written warnings, probation, suspension, demotion, and termination.

JCPL FINANCIAL STATEMENT

March 1998

	<u>Beginning 1998 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund						
Investments \$0.00	\$393,470.00	\$6,116.33	\$14,134.90	\$94,789.48	\$262,144.13	\$145,460.77
Public Library Access Card Fund	\$42.00	\$22.00	\$22.00	\$0.00	\$42.00	\$22.00
Gift Fund	\$4,544.76	\$0.00	\$285.00	\$64.54	\$354.90	\$4,474.86
DeMotte	\$439.18	\$0.00	\$190.00	\$19.22	\$137.16	\$492.02
Rensselaer	\$3,164.00	\$0.00	\$95.00	\$8.37	\$125.16	\$3,133.84
Wheatfield	\$941.58	\$0.00	\$0.00	\$36.95	\$92.58	\$849.00
Bond & Interest Redemption Fund	\$89,745.44	\$0.00	\$0.00	\$0.00	\$0.00	\$89,745.44
Investments \$0.00						
Host/Hospitality Fund	\$0.00	\$364.85	\$364.85	\$283.85	\$283.85	\$81.00
Library Improvement Reserve Fund	\$29,752.43	\$116.33	\$374.88	\$0.00	\$0.00	\$30,127.31
Investments \$0.00						
Pt Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$82.55	\$0.00	\$0.00	\$0.00	\$0.00	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$90.48	\$0.00	\$0.00	\$0.00	\$2.97	\$87.51
Indiana Technology Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Technology Grant 1997	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$638.83	\$2.80	\$11.77	\$0.00	\$0.00	\$650.60
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$1,520.85	\$0.00	\$0.00	\$94.48	(\$17.37)	\$1,538.22
County Tax Collected	\$435.40	\$0.00	\$0.00	\$27.87	(\$29.50)	\$464.90
#125 Plan				\$0.10	\$0.10	(\$0.10)
Employee Health Insur.	\$343.20	\$0.00	\$0.00	(\$968.78)	\$343.20	(\$0.00)
Employee P.E.R.F.	\$3,443.89	\$0.00	\$0.00	(\$1,201.64)	(\$235.82)	\$3,679.71
TOTAL ALL FUNDS.....	\$524,309.83	\$6,622.31	\$15,193.40	\$93,089.90	\$262,888.46	\$276,614.77

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 Mar 98

1.	BANK ONE CHECKING	8783.59
2.	BANK ONE-CONSTRUCTION FUND SAV	650.60
3.	BANK ONE-LIRF	30127.31
4.	PEOPLES STATE BANK	227534.42
5.	DEMOTIE STATE BANK	9318.85
6.	CASH ON HAND	200.00
7.		.00
8.		.00
9.	PINNACLE BANK CD #1030210	.00
10.	PINNACLE BANK CD #1030468	.00
11.		.00
12.		.00
13.		.00
14.		.00
15.		.00
TOTAL ALL BANK ACCOUNTS		276614.77

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 31 Mar 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
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--TOTALS--

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 31 Mar 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
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20 MAR 98	1030468	PINNACLE BANK	91 DAY	225000.00	5.69	OP-135500;B	19 DEC 97	3191.86	
29 JAN 98	1030210	PINNACLE	30 DAY	150000.00	5.58	OPER	12/30/97	687.95	

--TOTALS--

375000.00

3879.81

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

F 3

31 Mar 98

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	43056.00	3588.00	10699.00	32357.00	24.8
1.12	SALARY OF ASSISTANTS	549551.33	41114.49	126853.79	422697.54	23.1
1.13	WAGES OF JANITORS	36144.89	2523.24	7898.32	28246.57	21.9
1.21	EMPLOYER'S SHARE-FICA	48172.94	3539.28	11053.54	37119.40	22.9
1.22	UNEMPLOYMENT COMPENSATION	3845.00	.00	329.36	3515.64	8.6
1.23	EMPLOYER'S CONTRIB.- PERF	25401.00	.00	6313.83	19087.17	24.9
1.24	EMPLOYER'S CONTRIB.- INS.	16800.00	300.00	1483.13	15316.87	8.8
1.31	OTHER PERSONAL SERVICES	1500.00	.00	.00	1500.00	.0
2.11	OFFICIAL RECORDS	1200.00	.00	23.98	1176.02	2.0
2.12	STATIONERY AND PRINTING	700.00	.00	.00	700.00	.0
2.13	OTHER OFFICE SUPPLIES	5229.90	1335.09	2178.80	3051.10	41.7
2.21	CLEANING & SANITATION SUPPLIES	3700.00	296.12	782.15	2917.85	21.1
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	.00	20.00	.0
2.23	OTHER OPERATING SUPPLIES	4000.00	698.67	1909.55	2090.45	47.7
2.31	BUILDING MATERIALS & SUPPLIES	1500.00	96.25	97.29	1402.71	6.5
2.32	PAINT AND PAINTING SUPPLIES	300.00	.00	.00	300.00	.0
2.33	REPAIR PARTS	500.00	43.95	43.95	456.05	8.8
2.41	LIBRARY SUPPLIES	5500.00	1458.44	1916.52	3583.48	34.8
2.42	AUTOMATION SUPPLIES	4300.00	481.96	519.94	3780.06	12.1
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	2500.00	.00	157.50	2342.50	6.3
3.14	OTHER PROFESSIONAL SERVICES	9400.00	.00	250.00	9150.00	2.7
3.21	TELEPHONE	12000.00	1033.82	2989.59	9010.41	24.9
3.22	POSTAGE	6650.00	642.45	2026.25	4623.75	30.5
3.23	TRAVELING EXPENSE	5000.00	479.10	850.80	4149.20	17.0
3.24	PROFESSIONAL MEETINGS	6500.00	1870.32	3658.64	2841.36	56.3
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17600.00	854.90	3290.36	14309.64	18.7
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	84.16	84.16	915.84	8.4
3.32	OTHER PRINTING	200.00	.00	.00	200.00	.0
3.41	OFFICIAL BONDS	310.00	.00	160.00	150.00	51.6
3.42	OTHER INSURANCE	18000.00	.00	.00	18000.00	.0
3.51	GAS	27000.00	2021.97	7543.33	19456.67	27.9
3.52	ELECTRICITY	51000.00	2835.48	9035.55	41964.45	17.7
3.53	WATER	1000.00	116.70	267.65	732.35	26.8
3.54	WASTE DISPOSAL SERVICES	2500.00	167.12	548.36	1951.64	21.9
3.61	BUILDING & STRUCTURES	35000.00	186.50	3556.50	31443.50	10.2
3.62	EQUIPMENT	7000.00	42.50	277.50	6722.50	4.0
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	45.95	133.85	91.15	59.5
3.91	DUES	2400.00	870.00	900.00	1500.00	37.5
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	50000.00	.00	.00	50000.00	.0
3.95	SERVICE CONTRACTS	10000.00	780.80	2349.94	7650.06	23.5
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	28000.00	.00	974.00	27026.00	3.5
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	37315.00	8410.31	9992.24	27322.76	26.8
4.51	BOOKS	145000.00	8742.50	23095.65	121904.35	15.9
4.52	PERIODICALS & NEWSPAPERS	38000.00	776.60	3377.65	34622.35	8.9
4.53	NONPRINTED MATERIALS	36000.00	9352.81	14521.46	21478.54	40.3
	-TOTAL-	1301191.06	94789.48	262144.13	1039046.93	20.1

CHANGES TO APPROPRIATION REPORT
DATE 31 Mar 98

F3a.1

Fund/Account No	Date	Amount	Explanation
100-1.12	05 Jan 98	21469.33	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	05 Jan 98	1420.60	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	29 Jan 98	-232.71	UNUSED 1997 ENCUMBRANCE
100-1.21	05 Jan 98	1806.94	1997 ENCUMBRANCES/BD RESOLUTION
100-2.13	25 Mar 98	29.90	OVERPAYMENT-REFUND RECEIVED
100-4.4	05 Jan 98	1315.00	1997 ENCUMBRANCES/BD RESOLUTION

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Mar 98

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
COR.ENTRY	00431	ANTHEM BLUE CROSS AND BLUE S	-2600.83	10 MAR 98	WRONG FUNDS-CORRECT A/P #002
TRANSFER	00480	JASPER COUNTY PUBLIC LIBRARY	225000.00	20 MAR 98	CD #1030468 MATURED
FED.EFT	00479	INTERNAL REVENUE SERVICE CEN	5870.26	25 MAR 98	FICA & FED TAXES WITHHELD 25 REF #25547429, TRANSFER 26 M
IND EFT	00430	INDIANA DEPARTMENT OF REVENU	2125.47	10 MAR 98	STATE & COUNTY TAX WITHHELD REF #01282, VERIF #27-3/1009
FED EFT	00429	INTERNAL REVENUE SERVICE CEN	5928.24	10 MAR 98	FICA & FED TAXES WITHHELD 10 REF.# 24265411,TRANSFER 11 M
0016705	00478	NIPSCO	2321.82	25 MAR 98	UTILITIES-DEMOTTE-2/17-3/18/
007153	00393	MARLENE BEEDLE	458.49	10 MAR 98	PAYROLL
007154	00387	GLENDA BROWN	584.17	10 MAR 98	PAYROLL
007155	00390	RENEE CARR	458.03	10 MAR 98	PAYROLL
007156	00395	CAVINDER, RACHAEL D.	498.94	10 MAR 98	PAYROLL
007157	00418	JUSTIN F. COPLEY	213.47	10 MAR 98	PAYROLL
007158	00389	LYNN DAUGHERTY	946.20	10 MAR 98	PAYROLL
007159	00382	CHARLOTTE FAGEN	555.77	10 MAR 98	PAYROLL
007160	00403	STEPHANIE D. FILSON	466.84	10 MAR 98	PAYROLL
007161	00421	KELLY M. GUDEMAN	18.11	10 MAR 98	PAYROLL
007162	00401	HEEKE, MICHELLE M.	905.04	10 MAR 98	PAYROLL
007163	00406	SANDRA L. HESTERMAN	279.29	10 MAR 98	PAYROLL
007164	00392	ROSE E. HOWARD	481.16	10 MAR 98	PAYROLL
007165	00394	GAIL M. JUNG	689.31	10 MAR 98	PAYROLL
007166	00414	AMBER J. KALUF	92.35	10 MAR 98	PAYROLL
007167	00410	ERIN C. KINGMAN	93.73	10 MAR 98	PAYROLL
007168	00388	DIANA KOBY	460.29	10 MAR 98	PAYROLL
007169	00385	JOAN KOPANDA	450.43	10 MAR 98	PAYROLL
007170	00386	KROS, DIANE	587.49	10 MAR 98	PAYROLL
007171	00396	SHARON K. LEWIS	124.11	10 MAR 98	PAYROLL
007172	00413	SHEILA MAXWELL	802.86	10 MAR 98	PAYROLL
007173	00408	KRISTINE L. MAYS	351.28	10 MAR 98	PAYROLL
007174	00419	SARAH A. McKEE	917.58	10 MAR 98	PAYROLL
007175	00402	DIANE M. OPOLSKI	379.54	10 MAR 98	PAYROLL
007176	00420	NATHAN A. PLANT	92.42	10 MAR 98	PAYROLL
007177	00404	JACKIE REAGAN	709.21	10 MAR 98	PAYROLL
007178	00400	LISA RUSHER	485.69	10 MAR 98	PAYROLL
007179	00383	SHARON SCHULENBERG	551.41	10 MAR 98	PAYROLL
007180	00415	BECKY J. SHIDE	98.93	10 MAR 98	PAYROLL
007181	00398	JACK STANDISH	373.44	10 MAR 98	PAYROLL
007182	00411	PATRICIA STRINGFELLOW	458.79	10 MAR 98	PAYROLL
007183	00384	JILL TACHTIRIS	590.71	10 MAR 98	PAYROLL
007184	00417	BRENDA Z. THOMAS	95.12	10 MAR 98	PAYROLL
007185	00412	LINDA THOMPSON	205.80	10 MAR 98	PAYROLL
007186	00416	VAN KLEY, APRIL L.	106.67	10 MAR 98	PAYROLL
007187	00407	VIRGINIA VIS	77.39	10 MAR 98	PAYROLL
007188	00409	VIRGINIA L. VIS	165.70	10 MAR 98	PAYROLL
007189	00405	SUSAN M. WAKELAND	87.06	10 MAR 98	PAYROLL
007190	00391	WHITED, AMBER	482.46	10 MAR 98	PAYROLL
007191	00399	MARGARET M. WOODS	564.82	10 MAR 98	PAYROLL

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Mar 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
007192	00397	LEANNE YORK	945.45	10 MAR 98	PAYROLL
007193	00444	MARLENE BEEDLE	458.49	25 MAR 98	PAYROLL
007194	00438	GLENDA BROWN	584.17	25 MAR 98	PAYROLL
007195	00441	RENEE CARR	464.74	25 MAR 98	PAYROLL
007196	00446	CAVINDER, RACHAEL D.	498.94	25 MAR 98	PAYROLL
007197	00469	JUSTIN F. COPLEY	79.92	25 MAR 98	PAYROLL
007198	00440	LYNN DAUGHERTY	947.20	25 MAR 98	PAYROLL
007199	00433	CHARLOTTE FAGEN	555.77	25 MAR 98	PAYROLL
007200	00454	STEPHANIE D. FILSON	466.84	25 MAR 98	PAYROLL
007201	00472	KELLY M. GUDEMAN	79.27	25 MAR 98	PAYROLL
007202	00452	HEEKE, MICHELLE M.	904.68	25 MAR 98	PAYROLL
007203	00457	SANDRA L. HESTERMAN	279.29	25 MAR 98	PAYROLL
007204	00443	ROSE E. HOWARD	481.16	25 MAR 98	PAYROLL
007205	00445	GAIL M. JUNG	689.31	25 MAR 98	PAYROLL
007206	00465	AMBER J. KALUF	83.11	25 MAR 98	PAYROLL
007207	00461	ERIN C. KINGMAN	42.95	25 MAR 98	PAYROLL
007208	00439	DIANA KOOT	460.29	25 MAR 98	PAYROLL
007209	00436	JOAN KOPANDA	450.43	25 MAR 98	PAYROLL
007210	00437	KROS, DIANE	609.60	25 MAR 98	PAYROLL
007211	00447	SHARON K. LEWIS	103.42	25 MAR 98	PAYROLL
007212	00464	SHEILA MAXWELL	803.86	25 MAR 98	PAYROLL
007213	00459	KRISTINE L. MAYS	361.63	25 MAR 98	PAYROLL
007214	00470	SARAH A. McKEE	917.58	25 MAR 98	PAYROLL
007215	00453	DIANE M. OPOLSKI	379.54	25 MAR 98	PAYROLL
007216	00471	NATHAN A. PLANT	65.25	25 MAR 98	PAYROLL
007217	00455	JACKIE REAGAN	709.21	25 MAR 98	PAYROLL
007218	00451	LISA RUSHER	485.69	25 MAR 98	PAYROLL
007219	00434	SHARON SCHULENBERG	552.41	25 MAR 98	PAYROLL
007220	00466	BECKY J. SHIDE	49.47	25 MAR 98	PAYROLL
007221	00449	JACK STANDISH	362.88	25 MAR 98	PAYROLL
007222	00462	PATRICIA STRINGFELLOW	459.79	25 MAR 98	PAYROLL
007223	00435	JILL TACHTIRIS	591.71	25 MAR 98	PAYROLL
007224	00468	BRENDA Z. THOMAS	80.85	25 MAR 98	PAYROLL
007225	00463	LINDA THOMPSON	164.89	25 MAR 98	PAYROLL
007226	00467	VAN KLEY, APRIL L.	64.63	25 MAR 98	PAYROLL
007227	00458	VIRGINIA VIS	72.54	25 MAR 98	PAYROLL
007228	00460	VIRGINIA L. VIS	165.70	25 MAR 98	PAYROLL
007229	00456	SUSAN M. WAKELAND	87.06	25 MAR 98	PAYROLL
007230	00442	WHITED, AMBER	482.46	25 MAR 98	PAYROLL
007231	00450	MARGARET M. WOODS	565.82	25 MAR 98	PAYROLL
007232	00448	LEANNE YORK	946.45	25 MAR 98	PAYROLL
016607	00432	ANTHEM BLUE CROSS AND BLUE S	2600.83	10 MAR 98	GROUP POLICY-MARCH '98 PREMI
016617	00305	AMBER WHITED	65.61	09 MAR 98	MILEAGE & EXPENSES
016618	00307	AMERICAN BUSINESS INFORMATIO	79.00	09 MAR 98	PHONE DIRECTORY CD/PKG
016619	00308	ALA/BOOKLINKS	24.95	09 MAR 98	ANNUAL SUBSCRIPTION-6/98 - 6
016620	00309	AMER. LIBRARY ASSOCIATION	69.50	09 MAR 98	ANNUAL SUBSCRIPTION-BOOKLIST
016621	00310	AMERICAN LIBRARY ASSN	39.50	09 MAR 98	BOOKS
016622	00311	AMERICAN LIBRARY ASSOCIATION	870.00	09 MAR 98	ALA MEMBERSHIP;ALTA & PLA

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Mar 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016623	00312	ANTHEM INSURANCE COMPANIES,	300.00	09 MAR 98	ILF CONVERSION PLAN INITIAL
016624	00313	BAKER & TAYLOR	6194.84	09 MAR 98	BOOKS & GIFT BOOKS
016625	00314	BEN FRANKLIN	9.72	09 MAR 98	AFTERSCHOOL/STORYTIME SUPPLI
016626	00315	BETTER CONTAINERS MFG. CO. I	320.44	09 MAR 98	PLASTIC LIBRARY BAGS
016627	00316	BETTY A. HUFF (PAS-TIME BOO	346.53	09 MAR 98	BOOKS
016628	00317	CARL CORPORATION	288.00	09 MAR 98	IKIOSK(16)
016629	00318	CENTRAL STATES SALES CORPORA	173.70	09 MAR 98	OUTDOOR BULBS
016630	00319	CHARLOTTE FAGEN	26.40	09 MAR 98	MILEAGE
016631	00320	CHIEF, CDS	30.00	09 MAR 98	BOOK
016632	00321	CLEMENT COMMUNICATIONS INC.	111.80	09 MAR 98	SUPERVISORS GUIDE/EMPLNT. PR 3/23/98 - 3/21/99
016633	00322	CRITICS' CHOICE VIDEO	206.65	09 MAR 98	VIDEOS
016634	00323	DEMCO	1153.88	09 MAR 98	BK PCKTS & JCKTS;CD & VIDEOS LABELS,FASTAPE,BROWSERS
016635	00324	DEMOTTE OFFICE SUPPLY	12.85	09 MAR 98	COLOR-CODED LABELS,INDEX TAB
016636	00325	DIANA KOBY	46.53	09 MAR 98	MILEAGE, SUPPLIES FOR PAINTI
016637	00326	DIANE KROS	27.60	09 MAR 98	MILEAGE
016638	00327	FACTS ON FILE NEWS SERVICES	2139.30	09 MAR 98	CD-ROM QRTLY-WINDOWS;2/98-2/
016639	00328	FASE-KALUF TV & APPLIANCE	59.98	09 MAR 98	COMPUTER PRINTER SWITCH
016640	00329	FASE'S WATER TREATMENT & FLO	96.25	09 MAR 98	REDOUT-DEMOTTE
016641	00330	FOREST HOUSE PUBLISHING CO.,	670.33	09 MAR 98	BOOKS
016642	00331	OCLC/FOREST PRESS	40.00	09 MAR 98	BOOK
016643	00332	GA FOODS GROUP	8.54	09 MAR 98	AFTERSCHL PRGM & ADULT BK DI
016644	00333	GAIL JUNG	13.20	09 MAR 98	MILEAGE
016645	00334	GALE RESEARCH INC.	93.44	09 MAR 98	COUNTRIES/WORLD LEADERS & CA
016646	00335	GAYLORD BROS.	68.50	09 MAR 98	LABELS,PLASTIC FILES,FOLDING
016647	00336	GTI	415.01	09 MAR 98	BAR CODE LABELS
016648	00337	HP PRODUCTS CORP.	456.95	09 MAR 98	ICE MELT,KLEENEX,M-FOLD TWLS T.PAPER,VACUUM CORD
016649	00338	HERITAGE OFFICE PRODUCTS, IN	1205.46	09 MAR 98	SHELVES,STORAGE CAB.,FILE CA DESK ORGNZ, UTILITY TBL, POU
016650	00339	HIGHSMITH CO. INC.	851.63	09 MAR 98	MAG. BINDERS, CONTACT PAPER, SUMMER READING SUPPLIES
016651	00340	HOLIDAY INN CITI CENTER	665.87	09 MAR 98	3/11/98-3/14/98;PLA CONVENTI
016652	00341	HOLMES PLUMBING	35.00	09 MAR 98	MEN'S BATHROOM REPAIRS-DEM.
016653	00342	INCOLSA	200.00	09 MAR 98	MICROCMPTRS;2/5/98-REF.TRNIN MARC FORMAT WKSP;4/1/98
016654	00343	ILF ANNUAL CONFERENCE	953.00	09 MAR 98	4/7/98 & 4/8/98-15 EMPLOYEES
016655	00344	INFORMATION ACCESS COMPANY	1108.00	09 MAR 98	HEALTH REF. SUBSCRPT.4/1/98-
016656	00345	INGRAM	40.42	09 MAR 98	BOOKS
016657	00346	KOLORTECH, INC.	408.09	09 MAR 98	OUTDOOR & FLOURESCENT BULBS
016658	00347	LANDMARK AUDIOBOOKS	2597.00	09 MAR 98	AUDIOBOOK LEASE;2/98-2/99
016659	00348	LIBRARY STORE, INC.	276.00	09 MAR 98	PLASTIC MAGAZINE FILES
016660	00349	LYNN DAUGHERTY	35.45	09 MAR 98	POSTAGE & MILEAGE
016661	00350	MEREDITH CORPORATION	114.87	09 MAR 98	BOOKS
016662	00351	MICROMARKETING ASSOCIATES	125.85	09 MAR 98	VIDEOS
016663	00352	ON CUE #6106	1481.27	09 MAR 98	VIDEOS & CD'S
016664	00353	PATTY STRINGFELLOW	13.20	09 MAR 98	MILEAGE

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Mar 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016665	00354	PEGGY WOODS	100.41	09 MAR 98	MILEAGE,EXPENSES,VIDEO DEPOS
016666	00355	PHILIP N. HOWARD	45.00	09 MAR 98	CHANGE LIGHTS- INSIDE & OUTS
016667	00356	POSTMASTER	36.00	09 MAR 98	P.O. BOX FEE-ANNUAL/DEMOTTE
016668	00357	POSTMASTER GENERAL	640.00	09 MAR 98	STAMPS;2000-.32
016669	00358	POWERKIDS PRESS	388.03	09 MAR 98	BOOKS
016670	00359	QUILL	1586.53	09 MAR 98	FILE FOLDERS,HI-LITER'S,LABE RIBBON'S,LASER & JET PRNTR,P
016671	00360	RACHAEL CAVINDER	25.00	09 MAR 98	WINDOWS 95 ADULT ED. CLASSES
016672	00361	REGENT BOOK CO., INC.	10.82	09 MAR 98	BOOKS
016673	00362	RENSSELAER REPUBLICAN	84.16	09 MAR 98	HELP WANTED AD 1/7-1/16/98;R
016674	00363	SCHULTZ TV & ELECTRONICS	42.50	09 MAR 98	VCR REPAIR-WHEATFIELD
016675	00364	SECURITY COURIERS CORP.	780.80	09 MAR 98	TRANSPORT SERV.2/6-2/27/98
016676	00365	SELECTVIDEO	112.50	09 MAR 98	VIDEOS
016677	00366	SHEILA MAXWELL	199.03	09 MAR 98	MILEAGE & EXPENSES
016678	00367	SIMPLEX TIME RECORDER CO.	106.50	09 MAR 98	CHECK FIRE DOOR BATTERY-RENS
016679	00368	SOCIAL ISSUES RESOURCES SERI	285.00	09 MAR 98	ANNUAL SUBSCRIPTIONS-DEM & W
016680	00369	STEPHANIE FILSON	6.30	09 MAR 98	MARC RECORDS WORKSHOP EXPENS
016681	00370	SUDANCO AFFORDABLE ALTERNATI	31.35	09 MAR 98	7 DAY LOAN LABELS
016682	00371	TEETERS CULLIGAN	76.50	09 MAR 98	WATER & COOLER RENTAL-WHEATF
016683	00372	THE TIMES-WESTLAKE EDITIONS	226.20	09 MAR 98	ANNUAL SUBSCRIPTION TO 3/99-
016684	00373	THINK TANK INFORMATION SYSTE	6726.01	09 MAR 98	COMPUTERS,SOUND SYSTMS,MEMOR
016685	00374	TIME-LIFE EDUCATION	124.80	09 MAR 98	BOOKS
016686	00375	TOWN OF DEMOTTE	43.12	09 MAR 98	SEWER SERVICE;JAN '98/DEMOTT
016687	00376	TOWN OF WHEATFIELD SEWER WOR	41.05	09 MAR 98	SEWER SERVICE;MARCH '98/WHEA
016688	00377	TYSEN'S COUNTRY GROCERY, INC	38.57	09 MAR 98	STORYTIME/AFTERSCHOOL SUPPLI
016689	00378	VIDEO STOP	69.50	09 MAR 98	VIDEOS
016690	00379	VIKING OFFICE PRODUCTS	187.74	09 MAR 98	PAPER,MASKING TAPE,INK RIBBO SILVER MARKERS,CLASP ENVELOP
016691	00380	WAL-MART STORES, INC.	567.06	09 MAR 98	VIDEOS,CD'S,CABLE,STORAGE BO CHILDREN'S PROGRAM SUPPLIES-
016692	00381	THE TIMES-PORTER EDITION	143.00	09 MAR 98	NEWSPAPER SUBSC.-3/15/98-3/1
016693	00422	INDIANA DEFERRED COMPENSATIO	611.80	10 MAR 98	WITHHELD FROM 10 MAR 98 PAYR DAUGHERTY,KOORY,KOPANDA,SCHUL
016694	00423	NETNITCO	67.50	10 MAR 98	MARCH INTERNET E-MAIL SERVIC
016695	00424	NORTHWESTERN INDIANA TELEPHO	145.06	10 MAR 98	DEMOTTE TELEPHONE-MARCH '98
016696	00425	OFFICE OF CHILD SUPPORT	27.46	10 MAR 98	CASE ID #054-66-5484-0
016697	00426	SPRINT	223.87	10 MAR 98	LONG DISTANCE CARRIER-FEB.
016698	00427	SPRINT	1287.63	10 MAR 98	MARCH DATA LINES/LOCAL TELEP
016699	00428	STRONGBOW INN	200.00	10 MAR 98	NILBA DINNER DEPOSIT-7/29/98
016700	00473	INDIANA DEFERRED COMPENSATIO	611.80	25 MAR 98	WITHHELD FROM 25 MAR '98 PAY DAUGHERTY,KOORY,KOPANDA,SCHUL
016701	00474	NIPSCO	680.82	25 MAR 98	UTILITIES 2/11-3/12/98;WHEAT
016702	00475	OFFICE OF CHILD SUPPORT	27.46	25 MAR 98	CASE-ID: 054-66-5846-0
016703	00476	SPRINT	164.66	25 MAR 98	TELEPHONE SERVICE MAR '98-WH
016706	00477	CITY OF RENSSELAER	1987.91	25 MAR 98	FEBRUARY 1998 UTILITIES-RENS

--TOTAL AMOUNT OF CLAIMS-- 318089.90

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 318089.90. Dated 13 APR 98.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
March 31, 1998

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FEES & FEES.....			\$1,818.17	\$5,686.07
DeMotte	\$778.28	\$2,209.29		
Rensselaer	\$787.34	\$2,346.87		
Wheatfield	\$252.55	\$1,129.91		
PHOTOCOPIES.....			\$613.79	\$1,790.51
DeMotte	\$232.20	\$713.45		
Rensselaer	\$297.69	\$811.21		
Wheatfield	\$83.90	\$265.85		
CARDS.....			\$64.00	\$192.00
DeMotte	\$18.00	\$64.00		
Rensselaer	\$32.00	\$82.00		
Wheatfield	\$14.00	\$46.00		
COMPUTER DISKS.....			\$7.70	\$9.10
INTEREST.....			\$3,582.77	\$6,130.31
TAXES.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$29.90	\$326.91
Program Fee	\$0.00	\$0.00		
Postage	\$0.00	\$0.00		
Utility-Telephones	\$0.00	\$0.00		
1997 Polk's Magazine Subscripti	\$0.00	\$0.00		
overpayment-Sch. Specialty	\$29.90	\$29.90		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$6,116.33	\$14,134.90
PLAC FUND.....			\$22.00	\$22.00
GIFT FUNDS.....			\$0.00	\$285.00
DeMotte	\$0.00	\$190.00		
Rensselaer	\$0.00	\$95.00		
Wheatfield	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
HOST/HOSPITALITY FUND.....			\$364.85	\$364.85
LIBRARY IMPROVEMENT FUND.....			\$116.33	\$374.88
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$0.00
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$0.00
STATE TECHNOLOGY GRANT 1997.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$2.80	\$11.77
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$0.00
TOTAL RECEIPTS - ALL FUNDS.....			\$6,622.31	\$15,193.40

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 08 Apr 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
007233	00492	MARLENE BEEDLE	514.03	10 APR 98	PAYROLL
007234	00486	GLENDA BROWN	695.63	10 APR 98	PAYROLL
007235	00489	RENEE CARR	548.59	10 APR 98	PAYROLL
007236	00494	CAVINDER, RACHAEL D.	605.16	10 APR 98	PAYROLL
007237	00517	JUSTIN F. COPLEY	274.48	10 APR 98	PAYROLL
007238	00488	LYNN DAUGHERTY	947.20	10 APR 98	PAYROLL
007239	00481	CHARLOTTE FAGEN	555.77	10 APR 98	PAYROLL
007240	00502	STEPHANIE D. FILSON	559.63	10 APR 98	PAYROLL
007241	00520	KELLY M. GUDAMAN	18.11	10 APR 98	PAYROLL
007242	00500	HEEKE, MICHELLE M.	904.68	10 APR 98	PAYROLL
007243	00505	SANDRA L. HESTERMAN	219.90	10 APR 98	PAYROLL
007244	00491	ROSE E. HOWARD	622.98	10 APR 98	PAYROLL
007245	00493	GAIL M. JUNG	689.31	10 APR 98	PAYROLL
007246	00513	AMBER J. KALUF	100.75	10 APR 98	PAYROLL
007247	00509	ERIN C. KINGMAN	69.56	10 APR 98	PAYROLL
007248	00487	DIANA KOOS	460.29	10 APR 98	PAYROLL
007249	00484	JOAN KOPANDA	559.10	10 APR 98	PAYROLL
007250	00485	KROS, DIANE	727.58	10 APR 98	PAYROLL
007251	00495	SHARON K. LEWIS	144.79	10 APR 98	PAYROLL
007252	00512	SHEILA MAXWELL	803.86	10 APR 98	PAYROLL
007253	00507	KRISTINE L. MAYS	434.10	10 APR 98	PAYROLL
007254	00518	SARAH A. McKEE	917.58	10 APR 98	PAYROLL
007255	00501	DIANE M. OPOLSKI	466.83	10 APR 98	PAYROLL
007256	00519	NATHAN A. PLANT	196.60	10 APR 98	PAYROLL
007257	00503	JACKIE REAGAN	709.21	10 APR 98	PAYROLL
007258	00499	LISA RUSHER	532.09	10 APR 98	PAYROLL
007259	00482	SHARON SCHULENBERG	670.12	10 APR 98	PAYROLL
007260	00514	BECKY J. SHIDE	115.44	10 APR 98	PAYROLL
007261	00497	JACK STANDISH	429.76	10 APR 98	PAYROLL
007262	00510	PATRICIA STRINGFELLOW	548.10	10 APR 98	PAYROLL
007263	00483	JILL TACHTIRIS	713.12	10 APR 98	PAYROLL
007264	00516	BRENDA Z. THOMAS	162.48	10 APR 98	PAYROLL
007265	00511	LINDA THOMPSON	288.84	10 APR 98	PAYROLL
007266	00515	VAN KLEY, APRIL L.	123.74	10 APR 98	PAYROLL
007267	00506	VIRGINIA VIS	135.44	10 APR 98	PAYROLL
007268	00508	VIRGINIA L. VIS	193.31	10 APR 98	PAYROLL
007269	00504	SUSAN M. WAKELAND	72.54	10 APR 98	PAYROLL
007270	00490	WHITED, AMBER	577.60	10 APR 98	PAYROLL
007271	00498	MARGARET M. WOODS	670.91	10 APR 98	PAYROLL
007272	00496	LEANNE YORK	946.45	10 APR 98	PAYROLL
016707	00521	ANTHEM BLUE CROSS AND BLUE S	2600.83	10 APR 98	GROUP POLICY-APRIL '98 PREMI
016708	00522	NETNITCO	67.50	10 APR 98	APRIL INTERNET E-MAIL SERVIC
016709	00523	NORTHWESTERN INDIANA TELEPHO	144.40	10 APR 98	DEMOTTE TELEPHONE-APRIL '98
016710	00524	SPRINT	181.16	10 APR 98	LONG DISTANCE CARRIER-MARCH
016711	00525	OFFICE OF CHILD SUPPORT	27.46	10 APR 98	CASE-ID: 054-66-5846-0
016712	00526	TOWN OF DEMOTTE	43.12	10 APR 98	SEWER SERVICE-FEB '98;DEMOTT
016713	00527	TOWN OF WHEATFIELD SEWER WOR	41.05	10 APR 98	SEWER SERVICE-APRIL '98;WHEA
016714	00528	INDIANA DEFERRED COMPENSATIO	611.80	10 APR 98	WITHHELD FROM PAYROLL 10 APR DAUGHERTY,KOOS,KOPANDA,SCHUL

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 08 Apr 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016715	00529	ACE HARDWARE	153.04	13 APR 98	LIGHT BULBS, SOCKET SET, FLASH
016716	00530	AMBER WHITEO	103.91	13 APR 98	MILEAGE, PARKING, CIRC. CINTERPA
016717	00531	AMERICAN LIBRARY ASSN	36.00	13 APR 98	BOOK
016718	00532	AMER. LIBRARY ASSOCIATION	119.50	13 APR 98	BOOKLIST-R.; LIB. SYST. ADM. NEW
016719	00533	AMERICAN MANAGEMENT ASSOCIAT	139.00	13 APR 98	HANDLE DIFFICULT PATRONS-YOR
016720	00534	AMERICAN SOCIAL HEALTH ASSOC	21.95	13 APR 98	BOOK
016721	00535	ASSOCIATED LIBRARIES, INC.	1787.60	13 APR 98	BOOKS
016722	00536	AVC CORPORATION	198.00	13 APR 98	3/98 & 4/98 SERV. CONTRACT-FI
016723	00537	BAKER & TAYLOR	6606.15	13 APR 98	BOOKS, GIFT BOOKS
016724	00538	BARBARA LEESTMA	34.26	13 APR 98	PLA EXPENSES
016725	00539	BRACKEMYRE PUBLISHING	47.00	13 APR 98	INDIANA MEDIA DIRECTORY
016726	00540	CHARLOTTE FAGEN	36.00	13 APR 98	MILEAGE
016727	00541	CHELSEA HOUSE PUBLISHERS	1081.34	13 APR 98	BOOKS
016728	00542	CHICAGO TRIBUNE	192.70	13 APR 98	DEM. SUBSCRIPTION-ONE YR. TO 3
016729	00543	CHILD'S WORLD	499.50	13 APR 98	CHILDREN BOOKS
016730	00544	CONGRESSIONAL QUARTERLY INC.	340.00	13 APR 98	CQ RESEARCHER-5/28/98-5/27/9
016731	00545	DEMCO	85.63	13 APR 98	SUMMER READING-BOOKMARKS
016732	00546	DIANE KROS	17.10	13 APR 98	MILEAGE
016733	00547	DIANE OPOLSKI	12.03	13 APR 98	REF. WKSHP & CIRC CINTERPTS-E
016734	00548	DONNELLY TEXTILE SERVICES, I	6.35	13 APR 98	UPS-PACKAGE SHIPPED
016735	00549	DUMAS & MORIARTY	275.00	13 APR 98	TELEPHONE CONSULTATIONS-1/30
016736	00550	FASE'S WATER TREATMENT & FLO	52.50	13 APR 98	REDOUT-DEMOTTE LIB.
016737	00551	GA FOODS GROUP	7.85	13 APR 98	CHILDREN'S PROG-RENS.
016738	00552	GAIL JUNG	31.23	13 APR 98	RENS. PETTY CASH: POSTAGE, OFFI
016739	00553	GAIL JUNG	24.72	13 APR 98	MILEAGE, ILF EXPENSES
016740	00554	GALE RESEARCH INC.	233.48	13 APR 98	SOMETHING ABOUT AUTHOR, CONTE
016741	00555	GAYLORD BROS.	20.01	13 APR 98	BOOKTAPE, MAG. FILE BOXES
016742	00556	GROVES DICTIONARIES/STOCKTON	690.00	13 APR 98	BOOKS
016743	00557	HERITAGE OFFICE PRODUCTS, IN	160.00	13 APR 98	RENS-MITA COPIER #1415 DRUM
016744	00558	HIGHSMITH CO. INC.	493.96	13 APR 98	OAK CHAIRS-WHEATFIELD; SUMMER
016745	00559	HP PRODUCTS CORP.	496.16	13 APR 98	KLEENEX, TP, BRAVO, PAPER TOWEL
016746	00560	INCOLSA	80.00	13 APR 98	SPRING BD. MTG, MED. REFERENCE
016747	00561	INDIANA DEPT. OF WORKFORCE DE	834.82	13 APR 98	TACHTIRIS & BROWN(5/21); MMBR
016748	00562	INDIANA DONORS ALLIANCE	100.00	13 APR 98	1st QTR. UNEMPLOYMENT PAYMEN
016749	00563	INDIANA STATE LIBRARY	22.00	13 APR 98	DIRECTORY OF INDIANA FOUNDAT
016750	00564	INGRAM	223.96	13 APR 98	PLAC - 1st QUARTER 1998
016751	00565	INTERTEC PUBLISHING	22.95	13 APR 98	BOOKS
016752	00566	JILL TACHTIRIS	76.25	13 APR 98	AGRI. TRACTOR DIRECTORY
016753	00567	KANKAKEE VALLEY POST NEWS	43.00	13 APR 98	ILF PARKING/MILEAGE
016754	00568	KEM'S TRUSTWORTHY HARDWARE	11.49	13 APR 98	RENS. SUBSCRIPTION: 4/29/98-4/
016755	00569	KOLORTECH, INC.	183.75	13 APR 98	ELECTRIC CORD FLOOR COVER-T.
016756	00570	LISA RUSHER	41.24	13 APR 98	OUTDOOR BULBS-DEM.
016757	00571	LYNN DAUGHERTY	146.23	13 APR 98	BASIC REF. TRAINING EXP./MILE
016758	00572	MARKS HOME IMPROVEMENTS	630.00	13 APR 98	PLA EXPENSES; POSTAGE, ILF WKS
016759	00573	MEREDITH CORPORATION	5.98	13 APR 98	SNOW REMOVAL-DEMOTTE-MARCH 1
016760	00574	MICHELLE HEEKE	61.37	13 APR 98	BOOK
016761	00575	MICROMARKETING ASSOCIATES	235.41	13 APR 98	PLA EXPENSES, MILEAGE
					VIDEOS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 08 Apr 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016762	00576	MILLBROOK PRESS	726.21	13 APR 98	BOOKS
016763	00577	MOYER BOOK SALES	361.86	13 APR 98	BOOKS
016764	00578	NATIONAL GEOGRAPHIC SOCIETY	14.90	13 APR 98	BOOK
016765	00579	ON CUE #6106	95.91	13 APR 98	MUSIC CDs, VHS
016766	00580	OOMS DISPOSAL SERVICE INC.	47.00	13 APR 98	4/1-6/30/98 TRASH SERVICE-DE
016767	00581	OVGTSL	80.00	13 APR 98	OVGTSL CONFERENCE,5/14-15,S.
016768	00582	PATRICK OATIS	280.00	13 APR 98	1/2 SIGN LANGUAGE PROG-4/6-5
016769	00583	PEGGY WOODS	82.07	13 APR 98	MILEAGE/INCOLSA MTG & ILF EX
016770	00584	PHILIP N. HOWARD	105.00	13 APR 98	SNOW REMOVAL;REPAIR BOOKDROP CHANGE LIGHT BULBS-DEM.
016771	00585	POSITIVE PROMOTIONS	56.54	13 APR 98	VOLUNTEER APPRECIATION MATER
016772	00586	PRECISION CONTROL SYSTEMS, I	1080.00	13 APR 98	QTLY. MAINTENANCE:MARCH-MAY
016773	00587	PUBLIC BROADCASTING SERVICE	97.92	13 APR 98	VIDEOS
016774	00588	PUBLIC EMPLOYEES' RETIREMENT	9812.46	13 APR 98	1st QUARTER PAYMENT 1998
016775	00589	QUILL	303.66	13 APR 98	BUBBLEJET/CRTRDGE PRINTER,ST
016776	00590	RACHAEL CAVINDER	3.65	13 APR 98	BASIC REF. WKSHP EXPENSES
016777	00591	REGENT BOOK CO., INC.	10.82	13 APR 98	BOOKS
016778	00592	RENSSELAER LUMBER CO.	38.11	13 APR 98	PLEXIGLASS FOR PRINTER STAND
016779	00593	R.R. BOWKER	403.79	13 APR 98	A-ZOO BOOKS;BIP
016780	00594	SANDRA L. HESTERMAN	5.18	13 APR 98	BASIC REF. WKSHP EXPENSES
016781	00595	SARAH MCKEE	328.13	13 APR 98	MILEAGE,PARKING,WKSHP EXPENS
016782	00596	SECURITY COURIERS CORP.	858.88	13 APR 98	TRANSPORT SERVICE-3/6 TO 4/3
016783	00597	SHEILA MAXWELL	762.99	13 APR 98	PARKING, MTG. EXPENSES,COMP. HOTEL ACCOM.,AIRLINE TRAVEL
016784	00598	SIMON & SCHUSTER SCHOOL GROU	869.84	13 APR 98	BOOKS/CD-ROM-DICT.AMER. BIOG
016785	00599	SOMERSET PUBLISHERS, INC.	175.00	13 APR 98	ENCYCLOPEDIA OF INDIANA INDI
016786	00600	SPRINT	1288.63	13 APR 98	DATA & LOCAL TELEPHONE-APRIL
016787	00601	STEPHANIE FILSON	62.33	13 APR 98	INCOLSA WKSHP EXPENSES/MILEA
016788	00602	TEETERS CULLIGAN	9.95	13 APR 98	APRIL COOLER RENTAL
016789	00603	THINK TANK INFORMATION SYSTE	4796.89	13 APR 98	COMPUTER EQUIPMENT,BIG BLOCK
016790	00604	TIME-LIFE EDUCATION	97.15	13 APR 98	BOOK
016791	00605	TYSEN'S COUNTRY GROCERY, INC	79.74	13 APR 98	AIR FRESHN,WORKS-TB,BLOO,PLE
016792	00606	U.S. TOY CO., INC.	113.28	13 APR 98	SUMMER READING SUPPLIES
016793	00607	UNIVERSITY MICROFILMS INTERN	67.74	13 APR 98	RENS. REPUBUL 9/97-12/97 MICR
016794	00608	UNIVERSITY PLAZA HOTEL	174.18	13 APR 98	OVGTSL ROOM ACCOMMODATIONS,S 5/13 & 5/14/98-CONF #111480
016795	00609	U S WEST THE DIRECTORY SOURC	111.55	13 APR 98	TELEPHONE BOOKS
016796	00610	VIRGINIA VIS	36.19	13 APR 98	BASIC REF. WKSHP EXPENSES/MI

--TOTAL AMOUNT OF CLAIMS-- 62800.95

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 62800.95. Dated 13 APR 98.

_____	_____
_____	_____
_____	_____
_____	_____

MAY

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting
Monday, May 11, 1998, 7:00 PM
DeMotte Library

7:00 PM Executive Session to review employee performance
Regular board meeting will follow

Purpose

Opening of meeting

Moment of silence

Board briefing: DeMotte Library Tour

Information

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Approval of Reference and Computer/Typewriter Policies (R 11- R 14)
- D. COBRA Fund (R 9A)
- E. Workshop Attendance (R 25)
- F. Salary Ordinance changes (R 7)

General Business

- A. DeMotte Library annual report (Leanne & Charlotte) Discussion
- B. Building repairs (R 23-4, R 25-6) Action
- C. Gift Funds for JCPL (R 23) Action

Director's Report (R 15 – R 18)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes April 13, 1998
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Mary Duggleby, Anne-Marie Egan, Mark Heinig, Barbara Leestma, Roger Walstra, James Staton, Mary Linda Casey, Lynn Daugherty.

Consent Agenda: J. Staton moved, seconded by A-M Egan, to approve the Consent Agenda and Consent Agenda Items which included the March Board Minutes, Bills/Financial Reports, and Personnel Policy revisions. Vote was unanimous.

Wheatfield Building: Task Force agreed crowding conditions exist at the Wheatfield Library building. Consultants are being contacted to determine the price of doing a feasibility study. Growth figures for the town of Wheatfield and the Wheatfield townships are being gathered. Preliminary statistics indicate a steady increase in the Wheatfield townships. Demographics also show DeMotte is the sixth largest growing town in Indiana and Keener Township is the largest township in Jasper County.

Board Workshops/Meetings: JCPL Board will not be represented at the NILBA dinner on April 29 in Portage. A-M Egan and M. Duggleby will attend the Budget Workshop on May 13 at Lake County P.L. Dan Cain Board Workshop is scheduled for Saturday, May 9, at JCPL. Dave Hurst will be contacted to present his Budget 101 Workshop on a Saturday in early August.

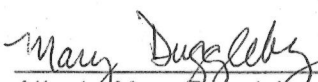
JCPL Gift Fund: We received a check for \$1000 from the Ralph W. Fendig Fund of the Jasper Foundation. We are one of six organizations slated for distributions of funds earned annually. Beginning next year a scholarship will also be given from this annuity with the rest being divided among the six recipients. The library now has \$3200 accumulated in this fund. Several good ideas are being considered for use of this money.

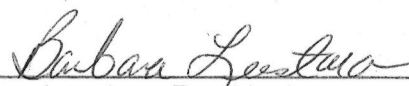
Staff Recognition: Patty Stringfellow was commended for the super job on the Inspire/JCPL web address bookmark presented to board members.

Board Recognition: Mary Linda Casey was thanked for her 16 years of service on the board of the Jasper County Public Library. The board expressed particular appreciation for the legal perspective she brought to issues and for her concern for the library and its mission.

Meeting Room: Rensselaer Library is unable to offer space to Ivy Tech on a permanent basis in the evenings because of the high demand for evening meeting room usage by our community.

J. Staton, seconded by A-M Egan, moved to adjourn the meeting at 8:05 PM.


Attest: Mary Duggleby, Secretary


Barbara Leestma, President

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	-5.2%	-8.6%	2.5%
END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	40568	51892	26539
Total Titles Owned	36752	47803	24666
Daily Avg Circulation	360	377	162
XX			
MONTHLY SYSTEM STATISTICS	1997	1998	% change
Circulation	23775	22494	-5%
Jan. to date circulation	97233	96756	-0%

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CIRCULATION BY PATRON CODE

April 1998

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	1041	12.1%	1004	11.1%	445	11.4%	2490	11.6%
Adult Female (1)	4964	57.8%	4652	51.5%	2469	63.1%	12085	56.1%
Juvenile 0-11 (2)	1274	14.8%	1481	16.4%	427	10.9%	3182	14.8%
YA 12-17 (3)	518	6.0%	556	6.2%	143	3.7%	1217	5.7%
Nonresident No Fee (4)	107	1.2%	327	3.6%	23	0.6%	457	2.1%
Board/Staff (5)	254	3.0%	410	4.5%	358	9.2%	1022	4.7%
School (6)	0	0.0%	39	0.4%	0	0.0%	39	0.2%
St. Joseph College (7)	1	0.0%	217	2.4%	2	0.1%	220	1.0%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	11	0.1%	26	0.3%	0	0.0%	37	0.2%
Corporate (10)	0	0.0%	52	0.6%	38	1.0%	90	0.4%
Reciprocal (11)	415	4.8%	268	3.0%	7	0.2%	690	3.2%
Total	8585		9032		3912		21529	
 Total items borrowed by nonresidents	 534	 6.2%	 877	 9.7%	 32	 0.8%	 1443	 6.7%

REGISTRATIONS

Borrowers--Start of month:	6694	6903	2741	16338
Borrowers--End of month:	6778	6987	2771	16536
 Non-resident, paying	 4	 21	 0	 25
PLAC card users	0	2	0	2
Reciprocal borrowers	223	107	10	340

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT **April 1998**

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	145	31	95	21	175	38	415	90
LOCAL HISTORY								
In person	4	1	14	4	0	0	18	5
Letters written	0	0	11	11	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	8	1	155	13	12	1	175	15
Computer software used	8	1	136	11	13	1	157	13
VCR Use	0	0	2	0	0	0	2	0
Microforms	0	0	44	6	0	0	44	6
CD ROM software used	72	6	165	14	3	0	240	20
Public use of FAX service	14	2	27	5	13	2	54	9
Typewriter use	2	0	4	0	4	0	10	1
Other equipment used	0	0	0	0	1	0	1	0
Dial-in OPAC access							<u>69</u>	
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	4	3	0	0	5	3
Notarized documents	7	2	1	0	1	0	9	2
Meeting Room Use (number of groups)	71	24	33	11	27	9	131	44
Study room use	24	2	19	2	5	0	48	4
Copies made for patrons		0		0		0	0	0
Tax forms distributed		0		0		0	0	0
INTERLIBRARY LOANS								
Requests made for:	44	11	42	11	23	6	109	27
Items rec'd for:	33	17	47	24	36	18	116	58
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

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PROGRAMS

Programs for all ages		0	4	24	2	12	6	36
Children's Programs (0-13)	15	90	11	66	11	66	37	222
Number attending	289		138		117		544	
YA Programs (14-17)	2	12	0	0	0	0	2	12
Number attending	66		6		0		72	
Adult Programs		0	9	54	1	6	10	60
Number attending	58		183		35		276	
Senior Citizen Programs	1	6	0	0	0	0	1	6
Number attending	13		9		2		24	
TOTAL NO. OF PROGRAMS	18	108	20	120	12	72	50	300
TOTAL PERSONS ATTENDING	426		336		154		916	
TOTAL HOURS SPENT		314		398		232		944

Salary Ordinance 1998

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Library Worked	Start Date	Raise Date(s)
McKee, Sarah	Librarian 2	\$14.50/\$15.00	\$11,911.86	40	R 10/31/97	Term. 4/27/98
Speacht, Nanette	Page	5.15/5.25	\$1,811.50	10	W 5/2/98	11/2
Thomas, Brenda	Page	5.15/5.25/5.50	\$1,042.55	10	W 9/15/97	Res. 4/29/98

John W. ...

James M. Stator

Rebecca Marie Egan

Barbara L. ...

Mark ...

Mary S. Duggles

MEMORANDUM

COBRA Fund

Summary: We would like to set up a COBRA Fund in which to deposit payments by past employees to COBRA for continuation of their health insurance.

Discussion: Now that we have our own group health insurance, and have more than 20 employees, we fall under the provisions of the COBRA laws. These provisions rule that employees who were covered by our health insurance are eligible for 18 months of health coverage after they leave our employ. They are, however, responsible for making their own payments. The library pays nothing.

We have a choice of asking Anthem (our insurer) to set up a JCPL account or we may self-administer the COBRA account ourselves, paying for her coverage when we pay for everyone else's.

We plan to require that the employee remit her monthly insurance payment to JCPL by the 20th of the month so we have the money when we make our monthly insurance payment. If she misses a payment, her insurance will be canceled.

If Anthem set up an account for us, it would cost us \$10 per insured person annually, counting all present & COBRA past employees who are insured (\$110 this year). The COBRA-covered person would be required to pay 102% of her present premium to cover administrative costs. We would have to pay Anthem's annual fee whether or not we currently had anyone who was obtaining insurance under COBRA provisions.

We feel it would be more economical for us and for COBRA-covered persons to self-administer the COBRA account.

Vote: To set up a COBRA Fund in our ledgers to self-administer COBRA payments.

JCPL
Staff Development Day
Evaluation
April 24, 1998
Summary

What did you find most valuable from the information provided today?

- All information was valuable. Some of the technology I didn't understand, but it will help later on.
- Found something valuable from everything.
- Technology - e-mail
- Support for following policy. Knowing that most everyone feels as I do.
- I thought problem patrons sections were great--fun and good information. I also enjoyed the last part where people shared experiences.
- The whole day --all information--lunch
- Tech update/handouts. Interesting.
- Technology issues. -Great job!
- Technology issues.
- I felt like everyone has some of the same fears I do.
- I think everything was done very well. Food - exceptional.
- Could find some valuable info in all presented.
- It was all presented well, with very good information. The presenters did a nice job.
- The opportunity to discuss real life situations--something we don't always have time for. Presentations were done in a fun, non-serious way but got the point across.
- Emergency situations. Technology. Problem patrons

How do you feel about the quantity of information presented?

___ Too much information all at once

___ Not enough new information presented

___ More time was needed for discussion

13 Amount of information presented was correct for available time

How could we have made this workshop more valuable for you?

One person suggested that some of the workshop could be held outside (since the weather was gorgeous. No other responses to this question.

What other topics would you like addressed in in-house workshops?

One response: More technology.

Do you have an expertise that you would like to present in a future workshop?

1 - Not at this time, although I did help with a 2 hour stress workshop at the grade school I used to work at.

How long have you worked in the library:

8 0-3 years

7 4+ years

MEMORANDUM

Computer Use Policy Reference Policy

Summary: The Policy Committee recommends no changes in the Computer and Typewriter Use Policy.

They recommend the addition of one sentence in the Reference Policy, to add e-mail reference service to the services provided by the library.

Discussion: This service allows Internet users to send e-mail to library staff, asking for information. The staff and the committee feel this service is appropriately placed in the order of priority after instruction in the use of the library and before answering mail requests for information.

Vote: To approve the Computer and Typewriter Use Policy as written and to approve the Reference Policy with the addition of "E-mail reference service" as recommended by the Policy Committee.

Computer and Typewriter Use Policy

The Library provides computers (PC's) for the use of patrons in the library. Only Jasper County library card holders in good standing are eligible to use these computers. Reciprocal and PLAC borrowers are *not* eligible to use the computers.

Children seven (7) years of age and under may use the computer only when accompanied by an older person. At DeMotte and Rensselaer libraries, children below the 6th grade level may use only computers in the children's area of the library.

The library staff can provide only limited assistance in computer use.

- The Library also provides typewriters for the use of patrons in the library.

Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library or the specific rules for use of the computers or typewriters.

Adopted 5/94; reviewed 5/95, 5/97; revised 5/96

REFERENCE POLICY

I. REFERENCE SERVICE DEFINED

Good reference service involves identifying a person's information need and proceeding to fulfill it accurately, efficiently and pleasantly, using the resources available in the Library system, and including referral to resources in other libraries or agencies, if necessary. It also includes providing instruction in library use.

II. MISSION STATEMENT

The Jasper County Public Library regards as valid every reference question asked by any patron. All questions will be given equal consideration, and each will be answered as accurately and completely as possible within a reasonable time limit. Full library service will be available to all patrons and no questions asked by a patron will be considered unanswerable.

III. STATEMENT OF OBJECTIVES

Reference service involves directly providing information or providing instruction in the use of sources to each person to the degree that he or she individually requires.

Patrons will have opportunity to receive instruction in the use of sources and facilities but will not be denied information on the basis of whether or not they learn or accept instruction. However, the Library will encourage patrons who will need to use reference tools repeatedly, to learn the use of these tools.

The following services will be offered to patrons (listed in order of priority)

1. Directional personal service to library users who come to the library.
Patrons are served on a first come, first served basis.
2. Telephone inquiries
3. Library orientation and bibliographic instruction

Add: 4. E-mail reference service

5. Mail reference

IV. STANDARDS

1. All information requests are to be handled. If information is available, it is provided to patrons without making a judgment on its moral or aesthetic worth.
2. No effort will be made to determine whether library users are entitled to library cards before reference service is given except to decide whether or not informational material will be checked out or interlibrary loan requested.
3. The needs of every library patron will always be taken seriously and treated with utmost respect and confidentiality. Discussion of any individual or group of individuals, whether adult or child, or their inquiries, outside the professional context, is strictly prohibited without the consent of the patron.
4. While on desk duty, service to the public takes precedence over any other duties, and service to the patron in the library takes precedence over telephone inquiries.
5. It is not sufficient for the staff to wait for a patron to request assistance. Since many patrons are reluctant to request aid, it is the responsibility of staff to anticipate public needs and offer service when it appears needed.
6. Information given is always based on accurate printed sources or learned from a reliable authority. The opinion, evaluation or interpretation of staff, even when requested, is not given as fact. Answers to reference questions will only be given after the answer has been verified and a source cited, even for the most common knowledge.
7. Neither the patron's nor the staff member's personal opinions and beliefs should influence the quality of service given.
8. Staff shall not offer their personal opinions on social issues, politics, religion, etc., to patrons.
9. No time limit should be put on searching. However, lengthy searches of the Internet, periodicals, bibliographic sources, or searches through extensive reference materials are beyond the Library's resources to perform in most instances. The agency head should consult with the Director before making an exception to this general rule.
10. Telephone reference service should be used for short, factual information questions which do not require extensive reading or (any) interpretation on the staff member's part.

Adopted 5/94; reviewed 5/95; revised 5/96;5/97

JASPER COUNTY PUBLIC LIBRARY REFERENCE ACTIVITY REPORT

January through March 1998--6 sample days

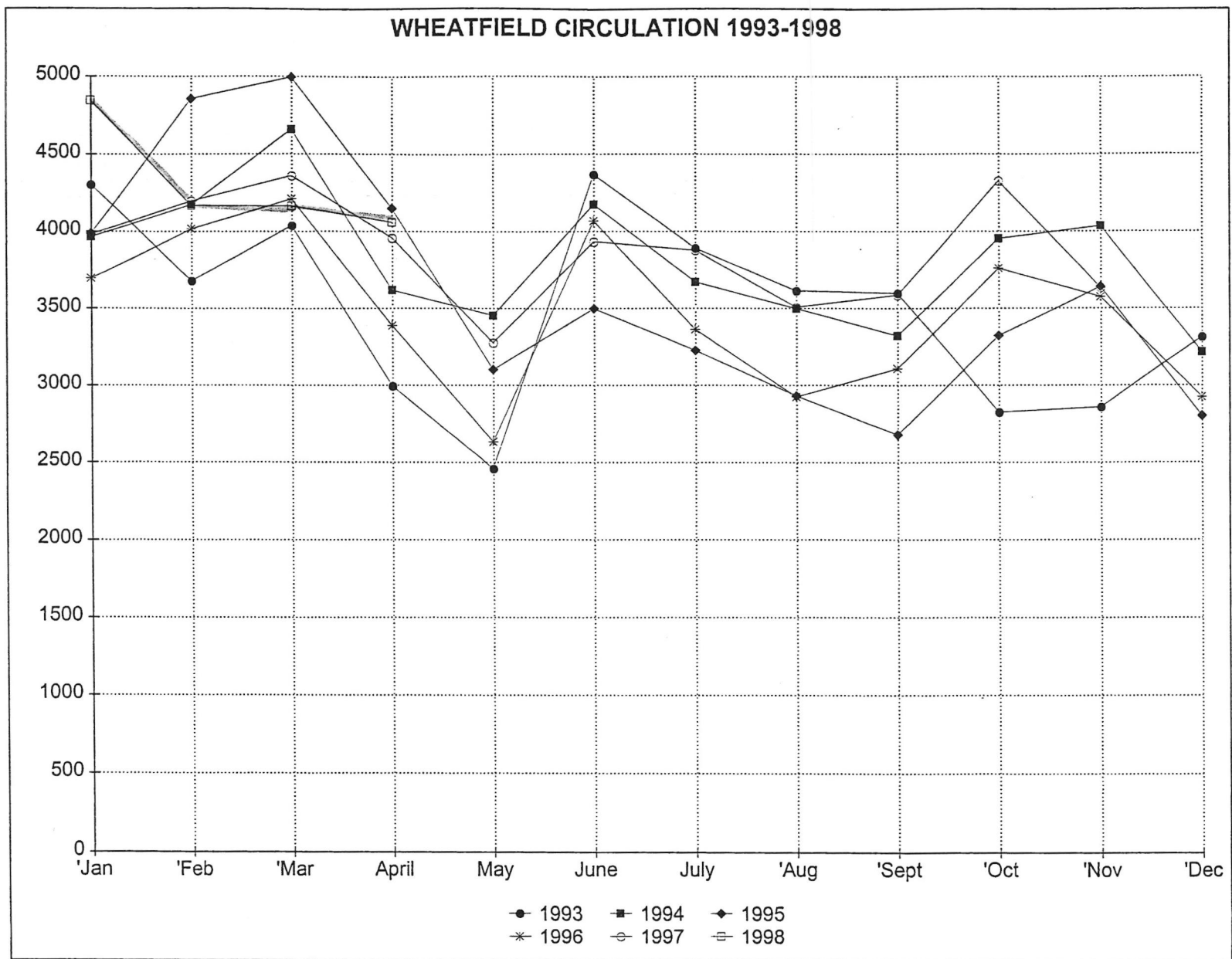
	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REFERENCE QUESTIONS				
Telephone: Directional	114	143	75	332
Telephone: Reference	157	44	51	252
In-person: Directional	115	227	156	498
In-person: Reference	201	143	110	454
Total	587	557	392	1536

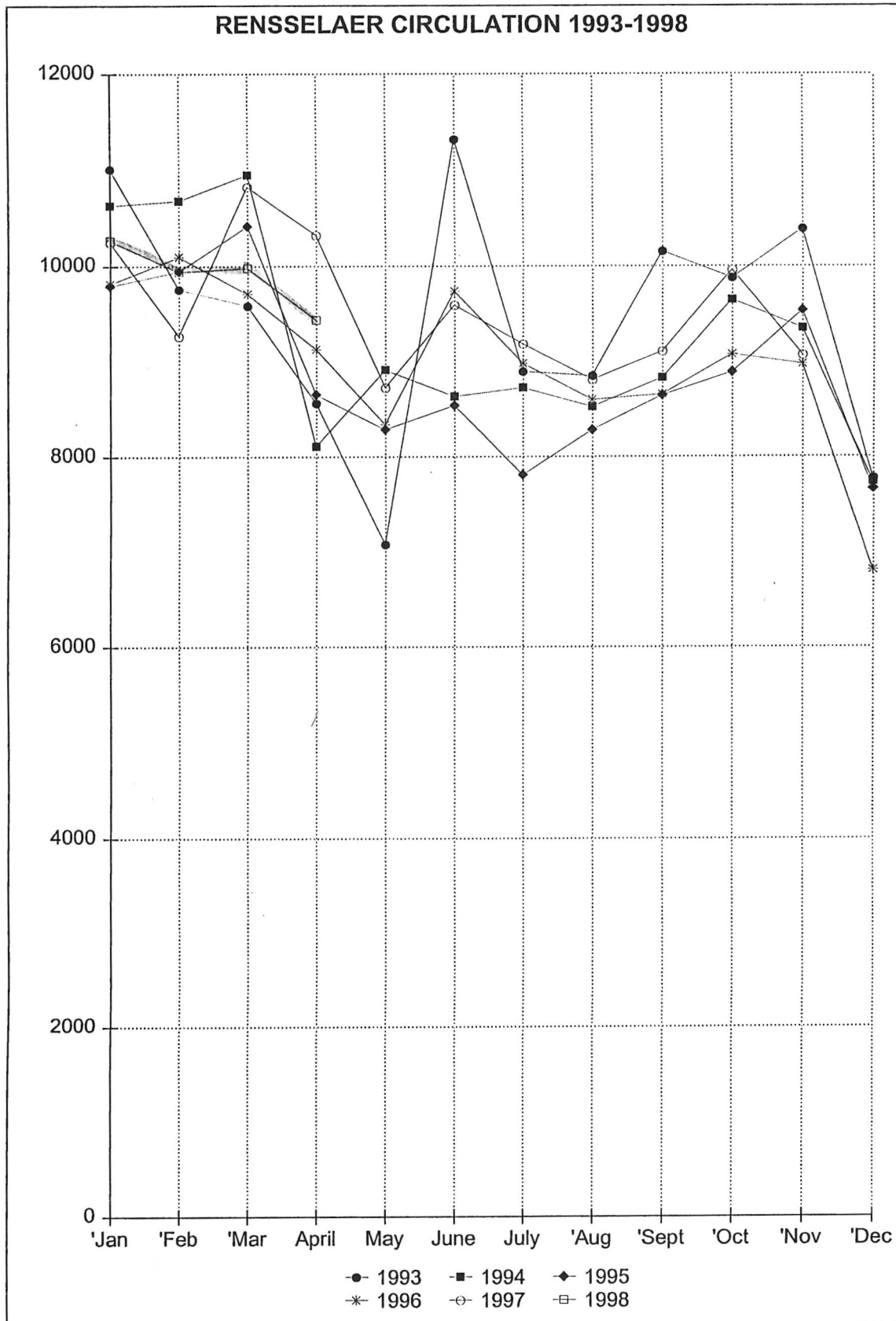
Monthly Equivalent for January 1998

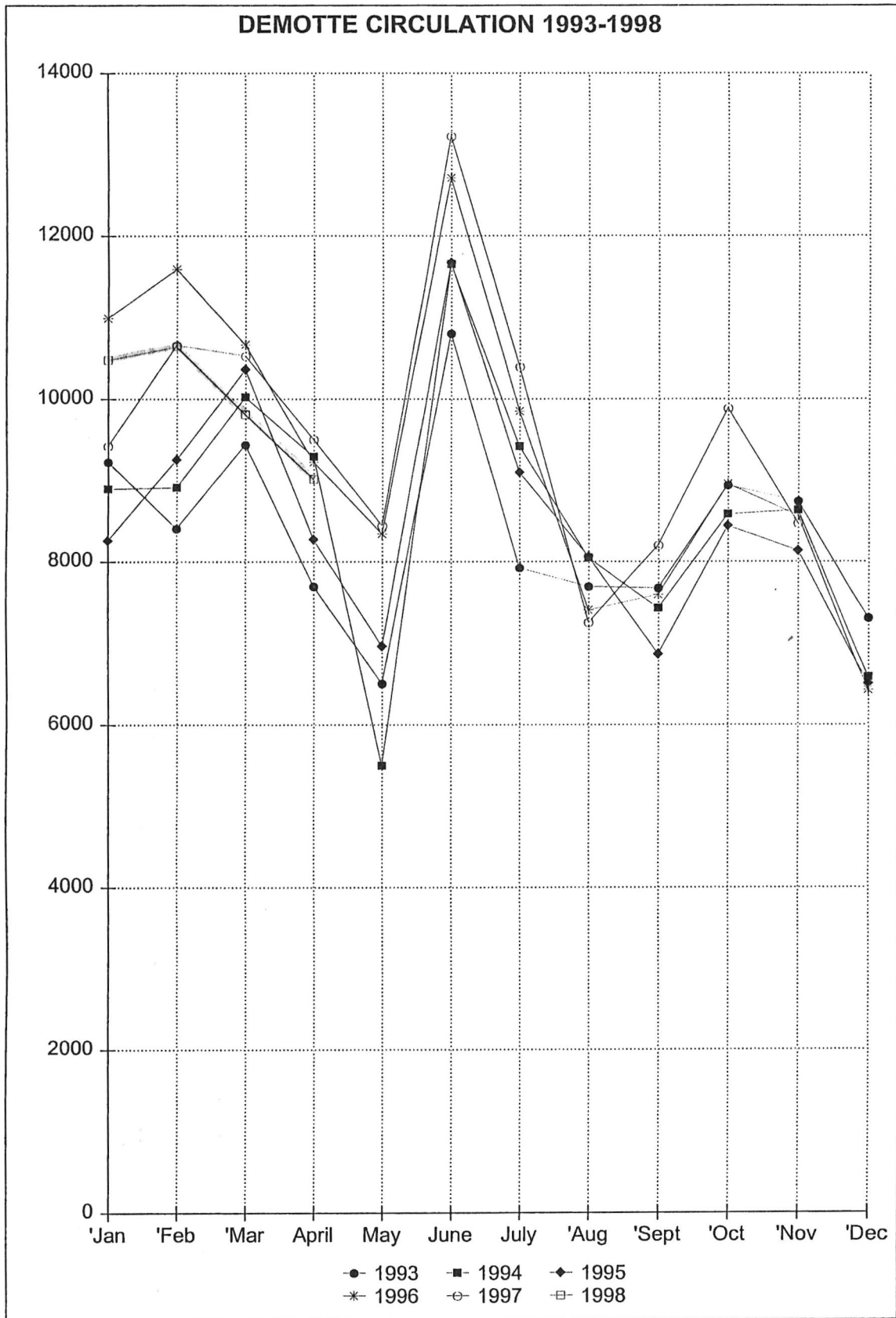
REFERENCE QUESTIONS				
Telephone: Directional	494	620	325	1439
Telephone: Reference	680	191	221	1092
In-person: Directional	498	984	676	2158
In-person: Reference	871	620	477	1967
Total	2544	2414	1699	6656

Monthly Equivalent for January 1997

REFERENCE QUESTIONS				
Telephone: Directional	416	538	404	1358
Telephone: Reference	488	433	248	1169
In-person: Directional	440	533	580	1553
In-person: Reference	584	679	396	1659
Total	1928	2183	1628	5739







JCPL FINANCIAL STATEMENT

April 1998

	<u>Beginning 1998 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund						
Investments \$0.00	\$393,470.00	\$3,657.51	\$17,792.41	\$98,627.25	\$360,771.38	\$50,491.03
Public Library Access Card Fund	\$42.00	\$0.00	\$22.00	\$22.00	\$64.00	\$0.00
Gift Fund	\$4,544.76	\$3,506.81	\$3,791.81	\$289.51	\$644.41	\$7,692.16
DeMotte	\$439.18	\$15.00	\$205.00	\$56.95	\$194.11	\$450.07
Rensselaer	\$3,164.00	\$3,095.00	\$3,190.00	\$130.76	\$255.92	\$6,098.08
Wheatfield	\$941.58	\$396.81	\$396.81	\$101.80	\$194.38	\$1,144.01
Bond & Interest Redemption Fund	\$89,745.44	\$0.00	\$0.00	\$0.00	\$0.00	\$89,745.44
Investments \$0.00						
Host/Hospitality Fund	\$0.00	\$2,283.00	\$2,647.85	\$217.40	\$501.25	\$2,146.60
Library Improvement Reserve Fund	\$29,752.43	\$128.68	\$503.56	\$0.00	\$0.00	\$30,255.99
Investments \$0.00						
ty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$82.55	\$0.00	\$0.00	\$0.00	\$0.00	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$90.48	\$0.00	\$0.00	\$0.00	\$2.97	\$87.51
Indiana Technology Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Technology Grant 1997	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$638.83	\$3.12	\$14.89	\$0.00	\$0.00	\$653.72
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$1,520.85	\$0.00	\$0.00	(\$140.97)	(\$158.34)	\$1,679.19
County Tax Collected	\$435.40	\$0.00	\$0.00	(\$41.46)	(\$70.96)	\$506.36
#125 Plan				\$0.10	\$0.20	(\$0.20)
Employee Health Insur.	\$343.20	\$0.00	\$0.00	\$0.00	\$343.20	\$0.00
Employee P.E.R.F.	\$3,443.89	\$0.00	\$0.00	\$2,400.20	\$2,164.38	\$1,279.51
TAL ALL FUNDS.....	\$524,309.83	\$9,579.12	\$24,772.52	\$101,374.03	\$364,262.49	\$184,819.86

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Apr 98

1.	BANK ONE CHECKING	8792.28
2.	BANK ONE-CONSTRUCTION FUND SAV	653.72
3.	BANK ONE-LIRF	30255.99
4.	PEOPLES STATE BANK	133767.48
5.	DEMOTTE STATE BANK	11150.39
6.	CASH ON HAND	200.00
7.		.00
8.		.00
9.	PINNACLE BANK CD #1030210	.00
10.	PINNACLE BANK CD #1030468	.00
11.		.00
12.		.00
13.		.00
14.		.00
15.		.00
TOTAL ALL BANK ACCOUNTS		184819.86

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

30 Apr 98

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	43056.00	3588.00	14287.00	28769.00	33.2
1.12	SALARY OF ASSISTANTS	549551.33	44943.92	171797.71	377753.62	31.3
1.13	WAGES OF JANITORS	36144.89	2881.77	10780.09	25364.80	29.8
1.21	EMPLOYER'S SHARE-FICA	48172.94	3859.56	14913.10	33259.84	31.0
1.22	UNEMPLOYMENT COMPENSATION	3845.00	834.82	1164.18	2680.82	30.3
1.23	EMPLOYER'S CONTRIB.- PERF	25401.00	6132.75	12446.58	12954.42	49.0
1.24	EMPLOYER'S CONTRIB.- INS.	16800.00	1638.55	3121.68	13678.32	18.6
1.31	OTHER PERSONAL SERVICES	1500.00	.00	.00	1500.00	.0
2.11	OFFICIAL RECORDS	1200.00	.00	23.98	1176.02	2.0
2.12	STATIONERY AND PRINTING	700.00	.00	.00	700.00	.0
2.13	OTHER OFFICE SUPPLIES	5229.90	142.55	2321.35	2908.55	44.4
2.21	CLEANING & SANITATION SUPPLIES	3700.00	517.46	1299.61	2400.39	35.1
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	.00	20.00	.0
2.23	OTHER OPERATING SUPPLIES	4000.00	406.72	2316.27	1683.73	57.9
2.31	BUILDING MATERIALS & SUPPLIES	1500.00	52.50	149.79	1350.21	10.0
2.32	PAINT AND PAINTING SUPPLIES	300.00	.00	.00	300.00	.0
2.33	REPAIR PARTS	500.00	.00	43.95	456.05	8.8
2.41	LIBRARY SUPPLIES	5500.00	336.84	2253.36	3246.64	41.0
2.42	AUTOMATION SUPPLIES	4300.00	.00	519.94	3780.06	12.1
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	2500.00	275.00	432.50	2067.50	17.3
3.14	OTHER PROFESSIONAL SERVICES	9400.00	185.00	435.00	8965.00	4.6
3.21	TELEPHONE	12000.00	991.96	3981.55	8018.45	33.2
3.22	POSTAGE	6650.00	35.66	2061.91	4588.09	31.0
3.23	TRAVELING EXPENSE	5000.00	1348.13	2198.93	2801.07	44.0
3.24	PROFESSIONAL MEETINGS	6500.00	1012.27	4670.91	1829.09	71.9
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17600.00	854.90	4145.26	13454.74	23.6
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	84.16	915.84	8.4
3.32	OTHER PRINTING	200.00	.00	.00	200.00	.0
3.41	OFFICIAL BONDS	310.00	.00	160.00	150.00	51.6
3.42	OTHER INSURANCE	18000.00	.00	.00	18000.00	.0
3.51	GAS	27000.00	1628.02	9171.35	17828.65	34.0
3.52	ELECTRICITY	51000.00	3068.23	12103.78	38896.22	23.7
3.53	WATER	1000.00	50.15	317.80	682.20	31.8
3.54	WASTE DISPOSAL SERVICES	2500.00	212.47	760.83	1739.17	30.4
3.61	BUILDING & STRUCTURES	35000.00	735.00	4291.50	30708.50	12.3
3.62	EQUIPMENT	7000.00	3105.00	3382.50	3617.50	48.3
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	143.80	81.20	63.9
3.91	DUES	2400.00	50.00	950.00	1450.00	39.6
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	50000.00	.00	.00	50000.00	.0
3.95	SERVICE CONTRACTS	10000.00	858.88	3208.82	6791.18	32.1
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	28000.00	1278.00	2252.00	25748.00	8.0
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	37315.00	2517.89	12510.13	24804.87	33.5
4.51	BOOKS	145000.00	13280.12	36375.77	108624.23	25.1
4.52	PERIODICALS & NEWSPAPERS	38000.00	762.94	4140.59	33859.41	10.9
4.53	NONPRINTED MATERIALS	36000.00	1032.24	15553.70	20446.30	43.2
	-TOTAL-	1301191.06	98627.25	360771.38	940419.68	27.7

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
EFT DEBIT	00611	INTERNAL REVENUE SERVICE CEN	6717.95	13 APR 98	FICA & FED TAXES WITHHELD 10
EFT DEBIT	00664	INTERNAL REVENUE SERVICE CEN	6233.95	24 APR 98	VERIF #26959901, TRANSFER 13
IND.EFT	00612	INDIANA DEPARTMENT OF REVENU	2003.12	13 APR 98	FICA & FED TAXES WITHHELD 24 REF #28278723, TRANSFER 27 A
007233	00492	MARLENE BEEDLE	514.03	10 APR 98	STATE & COUNTY TAX WITHHELD VERIF.#14, REF.#01576, 4/10/98
007234	00486	GLENDA BROWN	695.63	10 APR 98	PAYROLL
007235	00489	RENEE CARR	548.59	10 APR 98	PAYROLL
007236	00494	CAVINDER, RACHAEL D.	605.16	10 APR 98	PAYROLL
007237	00517	JUSTIN F. COPLEY	274.48	10 APR 98	PAYROLL
007238	00488	LYNN DAUGHERTY	947.20	10 APR 98	PAYROLL
007239	00481	CHARLOTTE FAGEN	555.77	10 APR 98	PAYROLL
007240	00502	STEPHANIE D. FILSON	559.63	10 APR 98	PAYROLL
007241	00520	KELLY M. GUDEMAN	18.11	10 APR 98	PAYROLL
007242	00500	HEEKE, MICHELLE M.	904.68	10 APR 98	PAYROLL
007243	00505	SANDRA L. HESTERMAN	219.90	10 APR 98	PAYROLL
007244	00491	ROSE E. HOWARD	622.98	10 APR 98	PAYROLL
007245	00493	GAIL M. JUNG	689.31	10 APR 98	PAYROLL
007246	00513	AMBER J. KALUF	100.75	10 APR 98	PAYROLL
007247	00509	ERIN C. KINGMAN	69.56	10 APR 98	PAYROLL
007248	00487	DIANA KOOT	460.29	10 APR 98	PAYROLL
007249	00484	JOAN KOPANDA	559.10	10 APR 98	PAYROLL
007250	00485	KROS, DIANE	727.58	10 APR 98	PAYROLL
007251	00495	SHARON K. LEWIS	144.79	10 APR 98	PAYROLL
007252	00512	SHEILA MAXWELL	803.86	10 APR 98	PAYROLL
007253	00507	KRISTINE L. MAYS	434.10	10 APR 98	PAYROLL
007254	00518	SARAH A. MCKEE	917.58	10 APR 98	PAYROLL
007255	00501	DIANE M. OPOLSKI	466.83	10 APR 98	PAYROLL
007256	00519	NATHAN A. PLANT	196.60	10 APR 98	PAYROLL
007257	00503	JACKIE REAGAN	709.21	10 APR 98	PAYROLL
007258	00499	LISA RUSHER	532.09	10 APR 98	PAYROLL
007259	00482	SHARON SCHULENBERG	670.12	10 APR 98	PAYROLL
007260	00514	BECKY J. SHIDE	115.44	10 APR 98	PAYROLL
007261	00497	JACK STANDISH	429.76	10 APR 98	PAYROLL
007262	00510	PATRICIA STRINGFELLOW	548.10	10 APR 98	PAYROLL
007263	00483	JILL TACHTIRIS	713.12	10 APR 98	PAYROLL
007264	00516	BRENDA Z. THOMAS	162.48	10 APR 98	PAYROLL
007265	00511	LINDA THOMPSON	288.84	10 APR 98	PAYROLL
007266	00515	VAN KLEY, APRIL L.	123.74	10 APR 98	PAYROLL
007267	00506	VIRGINIA VIS	135.44	10 APR 98	PAYROLL
007268	00508	VIRGINIA L. VIS	193.31	10 APR 98	PAYROLL
007269	00504	SUSAN M. WAKELAND	72.54	10 APR 98	PAYROLL
007270	00490	WHITED, AMBER	577.60	10 APR 98	PAYROLL
007271	00498	MARGARET M. WOODS	670.91	10 APR 98	PAYROLL
007272	00496	LEANNE YORK	946.45	10 APR 98	PAYROLL
007275	00628	MARLENE BEEDLE	517.29	25 APR 98	PAYROLL
007276	00622	GLENDA BROWN	584.17	25 APR 98	PAYROLL

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
007277	00625	RENEE CARR	451.32	25 APR 98	PAYROLL
007278	00630	CAVINDER, RACHAEL D.	552.05	25 APR 98	PAYROLL
007279	00653	JUSTIN F. COPLE	279.03	25 APR 98	PAYROLL
007280	00624	LYNN DAUGHERTY	947.20	25 APR 98	PAYROLL
007281	00617	CHARLOTTE FAGEN	555.77	25 APR 98	PAYROLL
007282	00638	STEPHANIE D. FILSON	513.24	25 APR 98	PAYROLL
007283	00656	KELLY M. GUDEMAN	95.11	25 APR 98	PAYROLL
007284	00636	HEEKE, MICHELLE M.	904.68	25 APR 98	PAYROLL
007285	00641	SANDRA L. HESTERMAN	317.08	25 APR 98	PAYROLL
007286	00627	ROSE E. HOWARD	481.16	25 APR 98	PAYROLL
007287	00629	GAIL M. JUNG	689.31	25 APR 98	PAYROLL
007288	00649	AMBER J. KALUF	100.75	25 APR 98	PAYROLL
007289	00645	ERIN C. KINGMAN	55.04	25 APR 98	PAYROLL
007290	00623	DIANA KOOT	460.29	25 APR 98	PAYROLL
007291	00620	JOAN KOPANDA	443.63	25 APR 98	PAYROLL
007292	00621	KROS, DIANE	668.60	25 APR 98	PAYROLL
007293	00631	SHARON K. LEWIS	82.75	25 APR 98	PAYROLL
007294	00648	SHEILA MAXWELL	803.86	25 APR 98	PAYROLL
007295	00643	KRISTINE L. MAYS	351.28	25 APR 98	PAYROLL
007296	00654	SARAH A. MCKEE	917.58	25 APR 98	PAYROLL
007297	00637	DIANE M. OPOLSKI	379.54	25 APR 98	PAYROLL
007298	00655	NATHAN A. PLANT	115.07	25 APR 98	PAYROLL
007299	00639	JACKIE REAGAN	709.21	25 APR 98	PAYROLL
007300	00635	LISA RUSHER	578.48	25 APR 98	PAYROLL
007301	00618	SHARON SCHULENBERG	611.26	25 APR 98	PAYROLL
007302	00650	BECKY J. SHIDE	131.92	25 APR 98	PAYROLL
007303	00633	JACK STANDISH	380.48	25 APR 98	PAYROLL
007304	00646	PATRICIA STRINGFELLOW	503.96	25 APR 98	PAYROLL
007305	00619	JILL TACHTIRIS	634.56	25 APR 98	PAYROLL
007306	00652	BRENDA Z. THOMAS	96.97	25 APR 98	PAYROLL
007307	00647	LINDA THOMPSON	217.13	25 APR 98	PAYROLL
007308	00651	VAN KLEY, APRIL L.	78.51	25 APR 98	PAYROLL
007309	00642	VIRGINIA VIS	106.43	25 APR 98	PAYROLL
007310	00644	VIRGINIA L. VIS	193.31	25 APR 98	PAYROLL
007311	00640	SUSAN M. WAKELAND	87.06	25 APR 98	PAYROLL
007312	00626	WHITED, AMBER	530.03	25 APR 98	PAYROLL
007313	00634	MARGARET M. WOODS	618.37	25 APR 98	PAYROLL
007314	00632	LEANNE YORK	946.45	25 APR 98	PAYROLL
016586	00613	LYNN DAUGHERTY	-349.08	13 APR 98	CORRECT ENTRY A/P #00190
016586	00614	LYNN DAUGHERTY	349.08	13 APR 98	MILEAGE,AIRLINE TICKETS;KANS DAUGHERTY,HEEKE,LEESTMA,MTG.
016707	00521	ANTHEM BLUE CROSS AND BLUE S	2600.83	10 APR 98	GROUP POLICY-APRIL '98 PREMI
016708	00522	NETNITCO	67.50	10 APR 98	APRIL INTERNET E-MAIL SERVIC
016709	00523	NORTHWESTERN INDIANA TELEPHO	144.40	10 APR 98	DEMOTTE TELEPHONE-APRIL '98
016710	00524	SPRINT	181.16	10 APR 98	LONG DISTANCE CARRIER-MARCH
016711	00525	OFFICE OF CHILD SUPPORT	27.46	10 APR 98	CASE-ID: 054-66-5846-0
016712	00526	TOWN OF DEMOTTE	43.12	10 APR 98	SEWER SERVICE-FEB '98;DEMOTT
016713	00527	TOWN OF WHEATFIELD SEWER WOR	41.05	10 APR 98	SEWER SERVICE-APRIL '98;WHEA

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016714	00528	INDIANA DEFERRED COMPENSATIO	611.80	10 APR 98	WITHHELD FROM PAYROLL 10 APR DAUGHERTY,KOBY,KOPANDA,SCHUL
016715	00529	ACE HARDWARE	153.04	13 APR 98	LIGHT BULBS, SOCKET SET, FLASH
016716	00530	AMBER WHITED	103.91	13 APR 98	MILEAGE, PARKING, CIRC. CINTERPA
016717	00531	AMERICAN LIBRARY ASSN	36.00	13 APR 98	BOOK
016718	00532	AMER. LIBRARY ASSOCIATION	119.50	13 APR 98	BOOKLIST-R.; LIB. SYST. ADM. NEW
016719	00533	AMERICAN MANAGEMENT ASSOCIAT	139.00	13 APR 98	HANDLE DIFFICULT PATRONS-YOR
016720	00534	AMERICAN SOCIAL HEALTH ASSOC	21.95	13 APR 98	BOOK
016721	00535	ASSOCIATED LIBRARIES, INC.	1787.60	13 APR 98	BOOKS
016722	00536	AVC CORPORATION	198.00	13 APR 98	3/98 & 4/98 SERV. CONTRACT-FI
016723	00537	BAKER & TAYLOR	6606.15	13 APR 98	BOOKS, GIFT BOOKS
016724	00538	BARBARA LEESTHA	34.26	13 APR 98	PLA EXPENSES
016725	00539	BRACKENMYRE PUBLISHING	47.00	13 APR 98	INDIANA MEDIA DIRECTORY
016726	00540	CHARLOTTE FAGEN	36.00	13 APR 98	MILEAGE
016727	00541	CHELSEA HOUSE PUBLISHERS	1081.34	13 APR 98	BOOKS
016728	00542	CHICAGO TRIBUNE	192.70	13 APR 98	DEM. SUBSCRIPTION-ONE YR. TO 3
016729	00543	CHILD'S WORLD	499.50	13 APR 98	CHILDREN BOOKS
016730	00544	CONGRESSIONAL QUARTERLY INC.	340.00	13 APR 98	CQ RESEARCHER-5/28/98-5/27/9
016731	00545	DEMCO	85.63	13 APR 98	SUMMER READING-BOOKMARKS
016732	00546	DIANE KROS	17.10	13 APR 98	MILEAGE
016733	00547	DIANE OPOLSKI	12.03	13 APR 98	REF. WKSHIP & CIRC CINTERPTS-E
016734	00548	DONNELLY TEXTILE SERVICES, I	6.35	13 APR 98	UPS-PACKAGE SHIPPED
016735	00549	DUMAS & MORIARTY	275.00	13 APR 98	TELEPHONE CONSULTATIONS-1/30
016736	00550	FASE'S WATER TREATMENT & FLO	52.50	13 APR 98	REDOUT-DEMOTTE LIB.
016737	00551	GA FOODS GROUP	7.85	13 APR 98	CHILDREN'S PROG-RENS.
016738	00552	GAIL JUNG	31.23	13 APR 98	RENS. PETTY CASH: POSTAGE, OFFI
016739	00553	GAIL JUNG	24.72	13 APR 98	MILEAGE, ILF EXPENSES
016740	00554	GALE RESEARCH INC.	233.48	13 APR 98	SOMETHING ABOUT AUTHOR, CONTE
016741	00555	GAYLORD BROS.	20.01	13 APR 98	BOOKTAPE, MAG. FILE BOXES
016742	00556	GROVES DICTIONARIES/STOCKTON	690.00	13 APR 98	BOOKS
016743	00557	HERITAGE OFFICE PRODUCTS, IN	160.00	13 APR 98	RENS-MITA COPIER #1415 DRUM
016744	00558	HIGHSMITH CO. INC.	493.96	13 APR 98	OAK CHAIRS-WHEATFIELD; SUMMER
016745	00559	HP PRODUCTS CORP.	496.16	13 APR 98	KLEENEX, TP, BRAVO, PAPER TOWEL
016746	00560	INCOLSA	80.00	13 APR 98	SPRING BD. MTG, MED. REFERENCE
016747	00561	INDIANA DEPT. OF WORKFORCE DE	834.82	13 APR 98	TACHTIRIS & BROWN(5/21); MMBR
016748	00562	INDIANA DONORS ALLIANCE	100.00	13 APR 98	1st QTR. UNEMPLOYMENT PAYMEN
016749	00563	INDIANA STATE LIBRARY	22.00	13 APR 98	DIRECTORY OF INDIANA FOUNDAT
016750	00564	INGRAM	223.96	13 APR 98	PLAC - 1st QUARTER 1998
016751	00565	INTERTEC PUBLISHING	22.95	13 APR 98	BOOKS
016752	00566	JILL TACHTIRIS	76.25	13 APR 98	AGRI. TRACTOR DIRECTORY
016753	00567	KANKAKEE VALLEY POST NEWS	43.00	13 APR 98	ILF PARKING/MILEAGE
016754	00568	KEM'S TRUSTWORTHY HARDWARE	11.49	13 APR 98	RENS. SUBSCRIPTION: 4/29/98-4/
016755	00569	KOLORTECH, INC.	183.75	13 APR 98	ELECTRIC CORD FLOOR COVER-T.
016756	00570	LISA RUSHER	41.24	13 APR 98	OUTDOOR BULBS-DEM.
016757	00571	LYNN DAUGHERTY	146.23	13 APR 98	BASIC REF. TRAINING EXP./MILE
016758	00572	MARKS HOME IMPROVEMENTS	630.00	13 APR 98	PLA EXPENSES; POSTAGE, ILF WKS
016759	00573	MEREDITH CORPORATION	5.98	13 APR 98	SNOW REMOVAL-DEMOTTE-MARCH 1
					BOOK

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016760	00574	MICHELLE HEEKE	61.37	13 APR 98	PLA EXPENSES, MILEAGE
016761	00575	MICROMARKETING ASSOCIATES	235.41	13 APR 98	VIDEOS
016762	00576	MILLBROOK PRESS	726.21	13 APR 98	BOOKS
016763	00577	MOYER BOOK SALES	361.86	13 APR 98	BOOKS
016764	00578	NATIONAL GEOGRAPHIC SOCIETY	14.90	13 APR 98	BOOK
016765	00579	ON CUE #6106	95.91	13 APR 98	MUSIC CDs, VHS
016766	00580	OOMS DISPOSAL SERVICE INC.	47.00	13 APR 98	4/1-6/30/98 TRASH SERVICE-DE
016767	00581	OVGTSL	80.00	13 APR 98	OVGTSL CONFERENCE,5/14-15,S.
016768	00582	PATRICK OATIS	280.00	13 APR 98	1/2 SIGN LANGUAGE PROG-4/6-5
016769	00583	PEGGY WOODS	82.07	13 APR 98	MILEAGE/INCOLSA MTG & ILF EX
016770	00584	PHILIP N. HOWARD	105.00	13 APR 98	SNOW REMOVAL;REPAIR BOOKDROP CHANGE LIGHT BULBS-DEM.
016771	00585	POSITIVE PROMOTIONS	56.54	13 APR 98	VOLUNTEER APPRECIATION MATER
016772	00586	PRECISION CONTROL SYSTEMS, I	1080.00	13 APR 98	QTLY. MAINTENANCE:MARCH-MAY
016773	00587	PUBLIC BROADCASTING SERVICE	97.92	13 APR 98	VIDEOS
016774	00588	PUBLIC EMPLOYEES' RETIREMENT	9812.46	13 APR 98	1st QUARTER PAYMENT 1998
016775	00589	QUILL	303.66	13 APR 98	BUBBLEJET/CRTDGE PRINTER,ST
016776	00590	RACHAEL CAVINDER	3.65	13 APR 98	BASIC REF. WKSHP EXPENSES
016777	00591	REGENT BOOK CO., INC.	10.82	13 APR 98	BOOKS
016778	00592	RENSSELAER LUMBER CO.	38.11	13 APR 98	PLEXIGLASS FOR PRINTER STAND
016779	00593	R.R. BOWKER	403.79	13 APR 98	A-ZOO BOOKS;BIP
016780	00594	SANDRA L. HESTERMAN	5.18	13 APR 98	BASIC REF. WKSHP EXPENSES
016781	00595	SARAH MCKEE	328.13	13 APR 98	MILEAGE,PARKING,WKSHP EXPENS
016782	00596	SECURITY COURIERS CORP.	858.88	13 APR 98	TRANSPORT SERVICE-3/6 TO 4/3
016783	00597	SHEILA MAXWELL	762.99	13 APR 98	PARKING, MTG. EXPENSES,COMP. HOTEL ACCOM.,AIRLINE TRAVEL
016783	00615	SHEILA MAXWELL	-762.99	13 APR 98	CORRECT VOUCHER #00597-WRONG
016783	00616	SHEILA MAXWELL	762.99	13 APR 98	PARKING,MTG,EXPENSE,COMPUTER HOTEL ACCOM.,AIRLINE TRAVEL
016784	00598	SIMON & SCHUSTER SCHOOL GROU	869.84	13 APR 98	BOOKS/CD-ROM-DICT.AMER. BIOG
016785	00599	SOMERSET PUBLISHERS, INC.	175.00	13 APR 98	ENCYCLOPEDIA OF INDIANA INDI
016786	00600	SPRINT	1288.63	13 APR 98	DATA & LOCAL TELEPHONE-APRIL
016787	00601	STEPHANIE FILSON	62.33	13 APR 98	INCOLSA WKSHP EXPENSES/MILEA
016788	00602	TEETERS CULLIGAN	9.95	13 APR 98	APRIL COOLER RENTAL
016789	00603	THINK TANK INFORMATION SYSTE	4796.89	13 APR 98	COMPUTER EQUIPMENT,BIG BLOCK
016790	00604	TIME-LIFE EDUCATION	97.15	13 APR 98	BOOK
016791	00605	TYSEN'S COUNTRY GROCERY, INC	79.74	13 APR 98	AIR FRESHN,WORKS-TB,BLOO,PLE
016792	00606	U.S. TOY CO., INC.	113.28	13 APR 98	SUMMER READING SUPPLIES
016793	00607	UNIVERSITY MICROFILMS INTERN	67.74	13 APR 98	RENS. REPUB. 9/97-12/97 MICR
016794	00608	UNIVERSITY PLAZA HOTEL	174.18	13 APR 98	OVGSL ROOM ACCOMMODATIONS,S 5/13 & 5/14/98-CONF #111480
016795	00609	U S WEST THE DIRECTORY SOURC	111.55	13 APR 98	TELEPHONE BOOKS
016796	00610	VIRGINIA VIS	36.19	13 APR 98	BASIC REF. WKSHP EXPENSES/MI
016797	00657	INDIANA DEFERRED COMPENSATIO	611.80	24 APR 98	WITHHELD FROM 24 APR 98 PAYR DAUGHERTY,KOBY,KOPANDA,SCHUL
016798	00658	CITY OF RENSSELAER	1862.17	24 APR 98	RENS.UTILITES-3/10-4/07/98
016799	00659	INCOLSA	128.00	24 APR 98	4 RESERV.-BUDGET WKSHP,LAKE & SURVIVAL SKILLS/MANAGING S HEEKE-5/5 & KOBY-5/7

REGISTER OF CLAIMS

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208 W. SUSAN STREET

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016800	00660	OFFICE OF CHILD SUPPORT	27.46	24 APR 98	CASE ID #054-66-5846-0
016801	00661	NIPSCO	2965.53	24 APR 98	UTILITIES-DEM./WHEATF.-MARCH
016802	00662	SPRINT	165.17	24 APR 98	WHEATFIELD TELEPHONES-APRIL
016803	00663	JO'S PERSONAL CHEF SERVICES	168.00	24 APR 98	24-STAFF DEVELOPMENT WRKSHP,
--TOTAL AMOUNT OF CLAIMS--			101374.03		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 5 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 101374.03. Dated 11 MAY 98.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
April 30, 1998

F 5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
LIBRARY FEES & FEES.....			\$2,403.02	\$8,089.09
DeMotte	\$1,026.45	\$3,235.74		
Rensselaer	\$1,012.68	\$3,359.55		
Wheatfield	\$363.89	\$1,493.80		
PHOTOCOPIES.....			\$703.27	\$2,493.78
DeMotte	\$255.60	\$969.05		
Rensselaer	\$339.87	\$1,151.08		
Wheatfield	\$107.80	\$373.65		
CARDS.....			\$121.00	\$313.00
DeMotte	\$30.00	\$94.00		
Rensselaer	\$81.00	\$163.00		
Wheatfield	\$10.00	\$56.00		
COMPUTER DISKS.....			\$0.70	\$9.80
INTEREST.....			\$421.03	\$6,551.34
TAXES.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$8.49	\$335.40
Program Fee	\$0.00	\$10.00		
Postage	\$0.00	\$0.00		
Utility-Telephones	\$0.00	\$3.05		
1997 Polk's Magazine Subscripti	\$0.00	\$283.96		
overpayment-Sch. Specialty	\$0.00	\$29.90		
AEC One Stop-returned cd	\$8.49	\$8.49		
	\$0.00	\$0.00		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$3,657.51	\$17,792.41
PLAC FUND.....			\$0.00	\$22.00
GIFT FUNDS.....			\$3,506.81	\$3,791.81
DeMotte	\$15.00	\$205.00		
Rensselaer	\$3,095.00	\$3,190.00		
Wheatfield	\$396.81	\$396.81		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
HOST/HOSPITALITY FUND.....			\$2,283.00	\$2,647.85
LIBRARY IMPROVEMENT FUND.....			\$128.68	\$503.56
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$0.00
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$0.00
STATE TECHNOLOGY GRANT 1997.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$3.12	\$14.89
STOCK HOLDING ACCOUNT FUNDS.....			\$0.00	\$0.00
TOTAL RECEIPTS - ALL FUNDS.....			\$9,579.12	\$24,772.52

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
007207	00733	ERIN C. KINGMAN	-42.95	11 MAY 98	VOID CHECK AND A/P VOUCHER #
007315	00676	MARLENE BEEDLE	497.68	08 MAY 98	PAYROLL
007316	00670	GLENDA BROWN	695.63	08 MAY 98	PAYROLL
007317	00673	RENEE CARR	511.70	08 MAY 98	PAYROLL
007318	00678	CAVINDER, RACHAEL D.	546.15	08 MAY 98	PAYROLL
007319	00701	JUSTIN F. COPLEY	253.95	08 MAY 98	PAYROLL
007320	00672	LYNN DAUGHERTY	947.20	08 MAY 98	PAYROLL
007321	00665	CHARLOTTE FAGEN	555.77	08 MAY 98	PAYROLL
007322	00686	STEPHANIE D. FILSON	513.24	08 MAY 98	PAYROLL
007323	00704	KELLY M. GUDEMAN	81.53	08 MAY 98	PAYROLL
007324	00684	HEEKE, MICHELLE M.	904.68	08 MAY 98	PAYROLL
007325	00689	SANDRA L. HESTERMAN	338.67	08 MAY 98	PAYROLL
007326	00675	ROSE E. HOWARD	573.34	08 MAY 98	PAYROLL
007327	00677	GAIL M. JUNG	689.31	08 MAY 98	PAYROLL
007328	00697	AMBER J. KALUF	108.42	08 MAY 98	PAYROLL
007329	00693	ERIN C. KINGMAN	74.38	08 MAY 98	PAYROLL
007330	00671	DIANA KOBY	460.29	08 MAY 98	PAYROLL
007331	00668	JOAN KOPANDA	497.97	08 MAY 98	PAYROLL
007332	00669	KROS, DIANE	668.60	08 MAY 98	PAYROLL
007333	00679	SHARON K. LEWIS	186.17	08 MAY 98	PAYROLL
007334	00696	SHEILA MAXWELL	803.86	08 MAY 98	PAYROLL
007335	00691	KRISTINE L. MAYS	439.26	08 MAY 98	PAYROLL
007336	00702	SARAH A. McKEE	1275.54	08 MAY 98	PAYROLL
007337	00685	DIANE M. OPOLSKI	423.19	08 MAY 98	PAYROLL
007338	00703	NATHAN A. PLANT	69.77	08 MAY 98	PAYROLL
007339	00687	JACKIE REAGAN	709.21	08 MAY 98	PAYROLL
007340	00683	LISA RUSHER	485.69	08 MAY 98	PAYROLL
007341	00666	SHARON SCHULENBERG	611.26	08 MAY 98	PAYROLL
007342	00698	BECKY J. SHIDE	49.47	08 MAY 98	PAYROLL
007343	00681	JACK STANDISH	394.57	08 MAY 98	PAYROLL
007344	00694	PATRICIA STRINGFELLOW	503.96	08 MAY 98	PAYROLL
007345	00667	JILL TACHTIRIS	652.41	08 MAY 98	PAYROLL
007346	00700	BRENDA Z. THOMAS	96.97	08 MAY 98	PAYROLL
007347	00695	LINDA THOMPSON	208.87	08 MAY 98	PAYROLL
007348	00699	VAN KLEY, APRIL L.	123.74	08 MAY 98	PAYROLL
007349	00690	VIRGINIA VIS	77.39	08 MAY 98	PAYROLL
007350	00692	VIRGINIA L. VIS	193.31	08 MAY 98	PAYROLL
007351	00688	SUSAN M. WAKELAND	87.06	08 MAY 98	PAYROLL
007352	00674	WHITED, AMBER	530.03	08 MAY 98	PAYROLL
007353	00682	MARGARET M. WOODS	618.37	08 MAY 98	PAYROLL
007354	00680	LEANNE YORK	946.45	08 MAY 98	PAYROLL
016804	00705	INDIANA DEFERRED COMPENSATIO	611.80	08 MAY 98	WITHHELD FROM PAYROLL 08 MAY DAUGHERTY,KOBY,KOPANDA,SCHUL
016805	00706	ANTHEM BLUE CROSS AND BLUE S	2600.83	08 MAY 98	GROUP POLICY-APRIL '98 PREMI
016806	00707	NORTHWESTERN INDIANA TELEPHO	150.51	08 MAY 98	MAY '98 LOCAL TELEPHONE-DEMO
016807	00708	OFFICE OF CHILD SUPPORT	27.46	08 MAY 98	CASE-ID:054-66-5846-0
016808	00709	SPRINT	204.14	08 MAY 98	APRIL '98 LONG DISTANCE-REN,
016809	00710	TOWN OF DEMOTTE	43.12	08 MAY 98	SEWER SERVICE MAR '98-DEMOTT

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

07 May 98

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016810	00711	TOWN OF WHEATFIELD SEWER WOR	41.05	08 MAY 98	SEWER SERVICE MAY '98- WHEAT
016811	00712	A.E. BOYCE CO., INC.	419.03	11 MAY 98	GENERAL RECPT BK;VENDOR CHEC
016812	00713	AMBER WHITED	73.21	11 MAY 98	HTML WKSHP EXPENSES/MILEAGE
016813	00714	AMERICAN LIBRARY ASSN	27.60	11 MAY 98	POSTER/BOOKMARKS-RENS. SUMME
016814	00715	BAKER & TAYLOR	5766.28	11 MAY 98	BOOKS,GIFT BOOKS
016815	00716	BARNES & NOBLE	249.92	11 MAY 98	BOOKS,SUMMER RDG.PRIZES
016816	00717	BEN FRANKLIN	8.35	11 MAY 98	SUMMER READING PRIZES-DEM.
016817	00718	BEST BUY CO., INC.	488.63	11 MAY 98	VIDEOS,CDs,CD-ROMs
016818	00719	BETHANY HOUSE PUBLISHERS	36.80	11 MAY 98	BOOKS
016819	00720	BLACK MAGAZINE AGENCY	11758.98	11 MAY 98	ANNUAL MAGAZINE SUBSCRIPTION
016820	00721	CARR'S HOME CONSTRUCTION	47.00	11 MAY 98	SNOW REMOVAL-MARCH-RENS
016821	00722	CHARLOTTE FAGEN	191.05	11 MAY 98	MILEAGE,CRAFT ITEMS,MEETING
016822	00723	CRITICS' CHOICE VIDEO	124.61	11 MAY 98	VIDEOS
016823	00724	CROSSWIND SERVICES, INC.	20.00	11 MAY 98	E-MAIL INTERNET ACCESS- MAY
016824	00725	DEHAAN CONSTRUCTION, INC.	75.00	11 MAY 98	SHINGLE REPAIRS-WHEATFIELD L
016825	00726	DEMCO	117.49	11 MAY 98	CD JEWEL CASES,VIDEO CASES,B
016826	00727	DIANA KOOY	161.14	11 MAY 98	STAFF DEVELOPMENT DAY SUPPLI
016827	00728	DIANE KROS	45.00	11 MAY 98	MILEAGE
016828	00729	DIVERSITY UNIFORMS	6.95	11 MAY 98	REPLACE NAME BADGE-S. SCHULE
016829	00730	DUMAS & MORIARTY	55.00	11 MAY 98	LEGAL SERVICES-MARCH 1998
016830	00731	EDUCATORS PROGRESS SERVICE,	85.80	11 MAY 98	EDUCATIONAL GUIDES/BOOKS
016831	00732	ELLISON EDUCATIONAL EQUIPMEN	65.00	11 MAY 98	DIE CUTS-CH. DEPT-RENS & DEM
016832	00734	ERIN C. KINGMAN	42.95	11 MAY 98	PAYROLL
016833	00735	FACTS ON FILE NEWS SERVICES	1010.00	11 MAY 98	ISSUES/CONTROVERSIES,1997 &
016834	00736	FASE'S WATER TREATMENT & FLO	87.50	11 MAY 98	REDOUT-DEMOTTE LIB.
016835	00737	GAIL JUNG	40.26	11 MAY 98	RENS. PETTY CASH-POSTAGE,VHS
					BANNER ROD,PUTTY CLEANER,BAN
016836	00738	GAYLORD BROS.	193.74	11 MAY 98	CONTINUOUS LABEL SETS
016837	00739	GROLIER INTERACTIVE INC.	94.80	11 MAY 98	GROLIER MULTIMEDIA ON CD-Rom
016838	00740	GROLIER PUBLISHING COMPANY	286.20	11 MAY 98	COUNTRIES (BOOKS)-STANDING O
016839	00741	HERITAGE OFFICE PRODUCTS, IN	7.94	11 MAY 98	TRANSPARENCIES-COPIER
016840	00742	HIGHSMITH CO. INC.	530.48	11 MAY 98	CHAIR CADDY,BOOK TRUCK-WHEAT
016841	00743	H. W. WILSON COMPANY	230.00	11 MAY 98	READERS GUIDE,PRINT VERS.-7/
016842	00744	INGRAM	142.06	11 MAY 98	PAPERBACKS
016843	00745	ibd	176.50	11 MAY 98	AT&T TOLL FREE DIR./BUSINESS
016844	00746	JACKIE REAGAN	50.61	11 MAY 98	ILF/SUMMER READING EXPENSES/
016845	00747	LAWN CARE CONSULTANTS	150.00	11 MAY 98	WHEATF.LIB.LANDSCAPING/MOWIN
016846	00748	LEANNE YORK	69.16	11 MAY 98	DIFFICULT CUSTOMER WKSHP EXP
016847	00749	LIBRARY STORE, INC.	11.40	11 MAY 98	"BE KIND,REWIND" VIDEO LABEL
016848	00750	LISA RUSHER	5.07	11 MAY 98	ILF EXPENSES
016849	00751	MANUFACTURERS' NEWS, INC.	116.95	11 MAY 98	1998 INDIANA MFG.DIRECTORY
016850	00752	MARSHALL CAVENDISH CORPORATI	1465.08	11 MAY 98	BOOKS
016851	00753	MEGGERS FINISHING SYSTEMS	1065.00	11 MAY 98	TACKBOARD WALLS-DEMOTTE LIB.
016852	00754	MICHELLE HEEKE	17.63	11 MAY 98	ILF EXPENSES/MILEAGE
016853	00755	MICROMARKETING ASSOCIATES	27.96	11 MAY 98	CHILDREN VIDEOS
016854	00756	MIDWEST TAPE	98.55	11 MAY 98	VIDEOS
016855	00757	NETNITCO	67.50	11 MAY 98	INTERNET ACCESS-MAY 1998
016856	00758	OFFICE DEPOT	21.80	11 MAY 98	ZIPPER POUCHES FOR CIRC.CD-R

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 07 May 98

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016857	00759	PATRICK OATIS	280.00	11 MAY 98	INTRO/SIGN LANGUAGE CLASS-BA
016858	00760	PATTY STRINGFELLOW	6.65	11 MAY 98	ILF EXPENSES
016859	00761	PHILIP N. HOWARD	17.01	11 MAY 98	STEP REPAIRS-WHEATFIELD LIB.
016860	00762	PRECISION CONTROL SYSTEMS, I	1475.05	11 MAY 98	BOILER REPAIRS, LEAKY ACTUATO
016861	00763	QUALITY BOOKS INC.	1987.17	11 MAY 98	BOOKS
016862	00764	QUILL	215.46	11 MAY 98	PENS, DESK ACCESS., LABELS, DIS BINDERS, LEGAL PADS, TAPE, SHEE
016863	00765	REGENT BOOK CO., INC.	70.06	11 MAY 98	BOOKS
016864	00766	REIMAN PUBLICATIONS	19.96	11 MAY 98	TASTE O'HOME QUICK COOKING-2
016865	00767	READER'S DIGEST ASSOCIATION	22.46	11 MAY 98	1 YR. SUBSCRIPTION-RENS. 7/9
016866	00768	RENSSELAER REPUBLICAN	132.25	11 MAY 98	1 YR. SUBSC.-DEMOTTE; BOOK SA
016867	00769	ROURKE PUBLISHING GROUP	1444.65	11 MAY 98	BOOKS
016868	00770	SARAH MCKEE	13.20	11 MAY 98	MILEAGE
016869	00771	SECURITY COURIERS CORP.	741.16	11 MAY 98	TRANSPORT SERVICE-4/10-5/01/
016870	00772	SENTIMENTAL PRODUCTIONS	79.95	11 MAY 98	VHS SING-ALONG TAPES
016871	00773	STORY PEDDLERS	166.00	11 MAY 98	DEM. SUMMER READING SPEAKER-6
016872	00774	STECK-VAUGHN COMPANY	1055.10	11 MAY 98	BOOKS
016873	00775	T.C. & M., INC.	1492.27	11 MAY 98	ENTRY LIGHT FIXTURES-CONSTR. DOOR ALARM REPAIR-R; LIGHTING
016874	00776	TEETERS CULLIGAN	49.55	11 MAY 98	MAY WATER COOLER RENTAL/WATE
016875	00777	TIME-LIFE EDUCATION	55.47	11 MAY 98	BOOKS
016876	00778	THINK TANK INFORMATION SYSTE	195.00	11 MAY 98	COMPUTER MEMORY-64MB
016877	00779	TOYS "R" US	312.72	11 MAY 98	SUMMER RDG. PROGRAM VIDEOS/C
016878	00780	TYSEN'S COUNTRY GROCERY, INC	12.92	11 MAY 98	CHILDREN PROGRAM SUPPLIES
016879	00781	VIKING OFFICE PRODUCTS	74.02	11 MAY 98	SILVER MARKER/LABELS, COMP. RI
016880	00782	VISTA INC.	59.60	11 MAY 98	PROJECTOR BULBS, CEILING BULB
016881	00783	WAL-MART STORES, INC.	21.66	11 MAY 98	SUMMER READING PROGRAM SUPPL
016882	00784	SPRINT	1288.63	11 MAY 98	RENS. TELEPHONE & DATA LINES-

--TOTAL AMOUNT OF CLAIMS-- 59160.97

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 59160.97. Dated 11 MAY 98.

_____	_____
_____	_____
_____	_____
_____	_____

JUNE

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, June 8, 1998, 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Introduction of new board member: Don Abel

Board briefing: Board/Director Responsibilities (R 17)

Discussion

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Approval of Study Room Use, Reciprocal Borrowing and Internet
Acceptable Use Policies (R 7- R 14)
- D. Salary ordinance changes (R 23)

General Business

- A. 1999 JCPL Budget Calendar (R 26)
- B. Wheatfield needs assessment (R 28)
- C. Overdue materials collection (R 19-R 21)

Action

Action

Action

Director's Report (R 25 – R 29)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes MAY 11, 1998
Meeting of the Jasper County Public Library Board 7:00 PM
DeMotte Library

Present: Mary Duggleby, Anne-Marie Egan, Mark Heinig, Barbara Leestma, Roger Walstra, James Staton, Lynn Daugherty.

The Board met in Executive Session to discuss employee performance. No action was taken in executive session and no other subjects were discussed. The regular monthly meeting convened at 7:45 PM.

Consent Agenda: Cobra Fund was removed from the Consent Agenda and inserted under General Business for discussion. A-M Egan moved, seconded by J. Staton, to approve the Agenda and revised Consent Agenda which includes the April Board Minutes, Bills/Financial Reports, Salary Ordinance, Fred Pryor Workshop for J. Reagan, Reference Policy revisions, and Computer/Typewriter Policy. Vote was unanimous.

Branch Librarian Leanne York took the board on a tour of the DeMotte Library.

DeMotte Library Annual Report: L. York reported that staff are feeling more competent with troubleshooting computer problems through training received from the System Administrator. The Indiana Room is seeing increased use due to genealogy materials available there on CD-ROMs and on the Internet, an historical picture display, current efforts to compile local cemetery records. Keeping up with building maintenance is a constant challenge.

Programming: Brown bag programs are very popular, as are the children's programs. C. Fagen, Children's Specialist, offers toddler and pre-school storytimes and after-school programs. She visits several nursery schools during the year, conducts story hours during monthly Headstart class visits, provides craft sessions during parent-teacher conferences, annually gives middle school library resource/reference tool tours, conducts summer reading programs, a four-week Lunch-a-Bunch 5th grade book discussion, and young adult programs. She set up an informational day for local pre-school and certified day care programs for the public, participated in the health fair, and worked with the Step Ahead program providing homework assistance and activities. She oversees the teen volunteer program, and has a young adult reading program. Charlotte stated that she could not provide this degree of programming without the help of other staff who conduct some sessions.

More reference materials have also been added to the children's department. The board commended them for the good job they are doing for their patrons.

COBRA FUND: After discussing the pros and cons of self-administering COBRA or allowing Anthem to set up a JCPL account at a cost of \$10/yr times the number of health insurance participants, A-M Egan, seconded by J. Staton, moved to have a Anthem Blue Cross/Blue Shield set up a JCPL Cobra account immediately. Vote was unanimous. The Board felt that the complexity of COBRA regulations and the severe penalties if it is not administered correctly necessitated this decision.

Wheatfield Roof: J. Staton moved to accept Hamstra's \$900 bid for roof repairs with any additional repairs left to the discretion of the director. Motion seconded by R. Walstra. Motion passed. J. Staton suggested that we get time cost figures in the future to assist in determining total repair costs.

Building Maintenance Repairs: R. Walstra moved to authorize the work recommended by Precision Control at the DeMotte and Rensselaer libraries. A-M Egan seconded the motion. All were in favor.

JCPL Gift Fund: A computer projector was approved for purchase on a motion by A-M Egan, seconded by M. Duggleby, using JCPL gift fund money with any overcosts paid from the Operating Fund equipment appropriation or other gift funds. Motion passed. The Board felt that it would be better, if necessary, to wait until sufficient funds could be found to purchase a high quality projector, than to purchase a lower quality projector which would be immediately within our budget.

Dan Cain Workshop: Board members attending the workshop commented on the presentation. One of the board's primary duties was to focus on being a visionary body with long range goals. Good communication was essential in keeping the chain of command well defined and strictly adhered to. Accountability, recruitment of board members, socialization as a board unit, annual board retreats, board/director responsibilities, and policy-making authority were all stressed.

Budget 101: Dave Hurst will be contacted to setup a weekday morning session for July 1 or 2, or on Saturday, July 11th.

Director's Report: We received the SBA audit report showing the financial statements were free of any material misstatement indicating a satisfactory finding.

Consultants for the Wheatfield feasibility study are still being contacted.

Total circulation appears to be down overall. We will be watching to see if this is a trend.

Staff will be attending Office '97 classes at Rensselaer High School. Amy McKeown will be conducting 7 classes in July covering Word, Excel, Access, and PowerPoint

Temporary Cataloger: Jen Evers, Tech. Services Librarian/System Administrator at St. Joe College, has agreed to work 10 hrs/wk until a new Technical Services Librarian can be hired permanently. She will begin May 26th.

NILBA Dinner: JCPL shall host the July 29th Nilba dinner at the Strongbow Inn. Censorship issues will be the focal point for our guest speaker.

Future agenda items: Next month, the Board will discuss the Dan Cain exercise on deciding which responsibilities belong to a board and which to a director.

J. Staton, seconded by R. Walstra, moved to adjourn the meeting at 9:25 PM.

Mary S. Duggleby
Attest: Mary Duggleby, Secretary

Barbara Leestma
Barbara Leestma, President

R4

CIRCULATION BY PATRON CODE

May 1998

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	791	10.2%	814	12.3%	351	11.4%	1956	11.2%
Adult Female (1)	3994	51.3%	3888	58.6%	1707	55.5%	9589	54.8%
Juvenile 0-11 (2)	1336	17.2%	956	14.4%	404	13.1%	2696	15.4%
YA 12-17 (3)	445	5.7%	428	6.5%	195	6.3%	1068	6.1%
Nonresident No Fee (4)	337	4.3%	42	0.6%	52	1.7%	431	2.5%
Board/Staff (5)	497	6.4%	232	3.5%	267	8.7%	996	5.7%
School (6)	79	1.0%	0	0.0%	0	0.0%	79	0.5%
St. Joseph College (7)	1	0.0%	0	0.0%	0	0.0%	1	0.0%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	29	0.4%	10	0.2%	0	0.0%	39	0.2%
Corporate (10)	32	0.4%	0	0.0%	60	2.0%	92	0.5%
Reciprocal (11)	240	3.1%	263	4.0%	38	1.2%	541	3.1%
Total	7781		6633		3074		17488	
 Total items borrowed by nonresidents	 686	 8.8%	 315	 4.7%	 90	 2.9%	 1091	 6.2%

REGISTRATIONS

Borrowers--Start of month:	6778	6987	2771	16536
Borrowers--End of month:	6832	7064	2800	16696
 Non-resident, paying	 4	 19	 0	 23
PLAC card users	0	2	0	2
Reciprocal borrowers	236	115	12	363

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

May 1998

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	146	32	104	23	158	34	408	88
LOCAL HISTORY								
In person	3	1	19	5	0	0	22	6
Letters written	0	0	7	7	0	0	7	7
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	10	1	207	17	16	1	233	19
Computer software used	10	1	86	7	18	2	114	10
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	35	5	0	0	35	5
CD ROM software used	32	3	331	28		0	363	30
Public use of FAX service	11	2	18	3	18	3	47	8
Typewriter use	2	0	3	0	3	0	8	0
Other equipment used	0	0	2	1	0	0	2	1
Dial-in OPAC access							<u>43</u>	
OTHER LIBRARY SERVICES USED								
Walking book visits	0	0	4	3	0	0	4	3
Notarized documents	2	1	2	1	0	0	4	1
Meeting Room Use (number of groups)	47	16	27	9	19	6	93	31
Study room use	18	2	17	1	5	0	40	3
Copies made for patrons		0		0		0	0	0
Tax forms distributed	5334	53	8675	87	3273	33	17282	173
INTERLIBRARY LOANS								
Requests made for:	40	10	48	12	11	3	99	25
Items rec'd for:	49	25	36	18	10	5	95	48
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0
DIRECTIONAL QUESTIONS								
These statistics are gathered on a sample basis over a 3 month period. You will see them listed only one month out of every 3 months.								
By phone		0		0		0	0	0
In person		0		0		0	0	0
REFERENCE QUESTIONS								
By phone		0		0		0	0	0
In person		0		0		0	0	0

PROGRAMS

Programs for all ages	0	0	3	18		0	3	18
Children's Programs (0-13)	46	276	12	72	29	174	87	522
Number attending	944		195		653		1792	
YA Programs (14-17)	1	6		0		0	1	6
Number attending	4		2				6	
Adult Programs	0	0	6	36	2	12	8	48
Number attending	96		55		17		168	
Senior Citizen Programs	1	6		0		0	1	6
Number attending	2		10				12	
TOTAL NO. OF PROGRAMS	48	288	18	108	31	186	97	582
TOTAL PERSONS ATTENDING	1046		262		670		1978	
TOTAL HOURS SPENT		432		352		273		1057

CIRCULATION BY ITEM FINE CODE
May 1998

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	42	49	20	
100 (1)	32	46	19	
200 (2)	47	62	31	
300 (3)	188	207	95	
400 (4)	4	9	4	
500 (5)	55	53	30	
600 (6)	509	370	276	
700 (7)	175	182	94	
800 (8)	38	14	16	
900 (9)	180	171	73	
B (10)	81	71	40	
j000 (11)	17	17	3	
j100 (12)	7	10	2	
j200 (13)	10	10	2	
j300 (14)	47	96	21	
j400 (15)	5	6	0	
j500 (16)	189	181	43	
j600 (17)	85	110	26	
j700 (18)	109	147	59	
j800 (19)	15	22	9	
j900 (20)	92	145	44	
jB (21)	61	59	25	
FIC (22)	1235	1548	599	
yaFIC (23)	28	89	14	
LARGE PRINT (24)	57	42	34	
jFIC (25)	160	302	38	
jE (26)	1009	1151	334	
jER (27)	260	250	72	
Magazines (28)	702	478	220	
Games/Toys (29)	0	1	0	
Filmstrips (30)	0	0	0	
Microforms (31)	0	0	0	
Cassettes (32)	121	166	57	
jCassettes (33)	44	35	43	
Compact Discs (34)	101	176	120	
jCompact Discs (35)	0	2	0	
Sound Recordings (36)	3	37	0	
jSound Recordings (37)	5	4	0	
CD ROM Software (38)	32	13	7	
Vertical File (39)	77	135	14	
Equipment (40)	0	1	0	
yapFIC (41)	136	132	69	
jpFIC (42)	275	215	41	
Reference (43)	49	37	10	
Genealogy (44)	0	1	0	
jMagazines (45)	51	22	7	
VHS (46)	334	857	433	
Computer software (47)	0	0	0	
Internet usage (49)	74	181	37	
Free reads	223	233	114	
Puzzles				
Talking books				
Assignment shelf books				
TOTAL	6964	8145	3204	18313

WHEATFIELD COLLECTION

MONTH
END

VOLUMES	TITLES
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
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95	95
96	96
97	97
98	98
99	99
100	100

XX

ADULT BOOKS												
11110	10507	11180	10555	12226	11807	12286	11864	7791	7962	7833	7989	Fiction
13453	11166	13561	11261	18167	16130	18172	16135	7111	5612	7156	5642	Nonfiction
CHILDREN'S BKS												
8292	7936	8383	7985	10190	9701	10225	9731	6057	5883	6090	5895	Fiction
5048	4809	5180	4908	7087	6743	7150	6805	3344	3271	3391	3291	Nonfiction
										0	0	MAGAZINES, ADLT
										0	0	MAGAZINES, CH
2	2	2	2	373	160	373	160	3	3	3	3	GRAPHIC MAT'L
0	0	0	0	0	0	0	0				0	MICROFORMS
1093	967	1107	981	2170	1613	2218	1660	1211	1102	1226	1117	SOUND REC,ADULT
173	172	173	172	169	173	169	174	11	12	12	13	SOUND REC., CH
6	3	6	3	15	9	15	9	3	6	3	6	CD ROM SOFTWARE
4	2	4	2	87	23	87	23	113	58	113	58	SOFTWARE
										0	0	VERTICAL FILE
918	885	935	901	1192	1150	1198	1156	754	691	760	696	VHS
1	1	1	1	1	1	1	1				0	EQUIPMENT
40100	36450	40532	36771	51677	47510	51894	47718	26398	24600	26587	24710	TOTAL

MEMORANDUM

Study Room Use Policy Reciprocal Borrowing Policy Internet Acceptable Use Policy

Summary: The Policy Committee recommends no changes in the Reciprocal Borrowing Policy. Recommended changes in the Internet Policy are y housekeeping changes, not substantive changes. In the Study Room Use Policy, the committee agreed with staff that the study room should be available for tutoring persons of all ages in basic school curriculum.

Discussion: Changes to Internet Acceptable Use Policy clarify the need for parental permission for children wishing to use the Internet workstations. This has always been the policy and the practice, but it was not well stated. I am including a copy of the Parental Permission form (as presently written) for your information.

In addition, we needed to clarify in the policy that *CD ROM workstations*, which have limited Internet access are available to patrons of all ages *without* parental permission. Internet access available at the CD ROM workstations is limited to specific databases. Patrons cannot access any sites except the INSPIRE sites.

Additions to the Internet Policy are in the bordered portions of the policy.

The Policy Committee feels the Study Room should be available for tutoring adult beginning readers as well as for tutoring children. Staff pointed out that it takes a lot of courage to admit that one cannot read and to do something about it. They would like to make it easy for these adults.

For the benefit of new board members, I should explain that reciprocal borrowers are persons living outside our library taxing district who wish to come to our libraries to borrow materials. If they live in another library district and that library has signed an agreement to loan materials to persons from other Indiana libraries, they may then borrow materials from our library.

The only library in our area which has not signed a Reciprocal Borrowing Agreement is the Lake County Public Library. Our patrons must pay their nonresident fee to use that

library. A cheaper alternative, which allows one to borrow materials from *any* public library in the state, is to purchase a Public Library Access Card (PLAC) which this year sells for \$22.00.

Next Step(s). Determine whether to approve the recommendations of the Policy Committee.

Vote: To accept the recommendations of the Policy Committee, leaving the Reciprocal Borrowing Policy as presently written and making changes to the Study Room Use Policy and Internet Acceptable Use Policy as noted on the accompanying drafts.

Note to new board members: If you want more information on the background of these policies before they come to a vote on Monday, please don't hesitate to call me (866-5881).

RECIPROCAL BORROWING POLICY

To obtain a free JCPL borrower's card, a reciprocal borrower must show a valid resident library card from a library which participates in the Reciprocal Borrowing Program.

Borrowing privileges are restricted to books and magazines *only*. Materials such as videos, cd's and equipment may not be borrowed.

PC's: Reciprocal borrowing cards do not authorize such patrons to use JCPL library word processing PC's. PC's providing public access to the library's CD ROM software and OPAC will be available to reciprocal borrowers.

In-house library use: Reciprocal borrowers as well as any other visitors to the library are offered free *in-house* use of the library's books and other information sources.

Interlibrary/intralibrary loan: We will intralibrary loan books and magazines for reciprocal borrowers. For interlibrary loans from other libraries, reciprocal borrowers must go to their own library.

Adopted 6/96; revised 6/97

Jasper County Public Library Internet Acceptable Use Policy Agreement

The Internet is a network of networks, changing constantly, making a wealth of information available to users. The Jasper County Public Library (JCPL) Internet access is offered to give free, open and equal access to ideas and information.

JCPL has the right to set and enforce rules and regulations concerning the use of the Internet access and to change those rules at any time, without notice.

The user agrees to abide by the following agreements and statements:

1. Because the Internet provides access to networks around the world, users (and parents of users, if user is under 18 years of age) specifically understand that JCPL has no control over the content of information residing on the Internet. The Library specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Minor children (under age 18) must have parental permission to use Internet workstations. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should monitor usage of the system.

2. JCPL makes no warranties, expressed or implied, for the service it is providing. The Library will not be responsible for any damages suffered, including lost data, information or income.
3. JCPL's public Internet workstations are not to be used to access the user's e-mail, nor to access newsgroups, BBS's, Usenet groups, or chatrooms.
4. Users must refrain from inappropriate Internet conduct. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet to violate any local, state or federal statute
 - use of the network to send, receive or display text or graphics that may be reasonably construed as obscene or offensive
 - use of the network for solicitation, advertisement, or for any other commercial purposes.
 - engaging in harassing behavior such as sending or posting slanderous, libelous, or threatening messages
 - other activities that could interfere with or disrupt network users, services, or equipment

5. Because the library is a public place, staff has the authority to end an Internet session when inappropriate material displays on the screen.
6. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice or hearing, for abusive conduct or violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Acceptable Use Policy.
7. All communications and information accessible via the network should be assumed to be private property. Copyright restrictions may not be violated.
8. The Library reserves the right to limit the amount of time users may spend online.
9. Users of the Internet have access to thousands of networks. Each network or system has its own set of policies and procedures. Actions which are routinely allowed on one network/system may be controlled, or even forbidden, on other networks. It is the user's responsibility to abide by the policies and procedures of these other network/systems.

In consideration for the privilege of using JCPL's Internet access, and for having access to the information contained on the Internet, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

CD ROM workstations, which also give users access through the Internet to INSPIRE databases, are accessible to all patrons. Parental consent is not required for minors.
--

Study Room Use Policy

Study rooms are provided in the DeMotte and Rensselaer libraries primarily for persons working on group projects or in other situations when interaction between people might cause disruption in open areas of the library.

Only adults and students in the 6th grade and above may use the study room. Younger children may use the room when an adult is also present in the room.

The study room may not be used for profit-making or socializing purposes.

The study room may be used for tutoring of minors when basic school curriculum is being taught regardless of whether tutors are volunteers or paid for their services.

Food is not permitted in the study room.

6/94; reviewed 6/95; revised 6/96; 7/97

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6/94; reviewed 6/95; revised 6/96; 7/97; draft 5-98

1998 Budget Calendar

Last dates for Indiana public library boards to:

Publish budget for first time:	Aug 31, 1998
Publish budget for second time:	Sept. 7, 1998
Public hearing:	Sept. 10
Taxpayer objection petition due:	Sept. 17
Adopt budget:	Sept. 20
File budget forms with auditor:	Sept. 22

Proposed time table for JCPL:

Approve publishing budget at regular board meeting, Mon., August 10

Publish budget 1st time: Wed., Aug. 19th

Publish budget 2nd time: Wed., Aug. 26th

Hearing: Monday, Aug. 31 (extra meeting) (+time?)

Taxpayer objection petition due by: Sept. 8

Adopt budget: Monday, September 14 (regular meeting)

Alternate timetable for JCPL:

Approve publishing budget at regular board meeting, Monday, July 13

Publish 1st time: Wed., July 22

Publish 2nd time: Wed., July 29

Public Hearing: Monday, August 10 (regular meeting)

Taxpayer objection petition due by August 17

Adopt budget: Monday, September 14 (regular meeting)

I will present a draft budget to the budget committee 2-3 weeks before the board meeting at which the budget needs to be approved for publishing. We will need at least one meeting, and possibly two, before the budget is ready to present to the full board.

**Budget Workshop with Dave Hurst: Wed., July 1, Rensselaer Library
9 AM - 12:30 PM**

MEMORANDUM

Collection of overdue materials

Summary: We presently have large numbers of books, cd's, etc. which are long overdue (three or more months overdue). This is a disservice to other patrons who are deprived of these items. Unique Management, Inc. is a collection agency which works exclusively with public libraries in retrieving overdue materials. I would like the board's permission to enter into a 90 day trial period with them, to retrieve overdue materials.

Discussion:

The Problem: Rensselaer's current "long overdue report" lists 241 patrons having 538 items overdue longer than three months. The cost of these items is \$6,322. The DeMotte Library has a similar-sized overdue list. Wheatfield's list will be smaller. This represents a large number of items no longer available to other patrons. Presently we do no more than send a letter stating that it is a misdemeanor to keep library materials and, periodically, have "no fine" weeks to encourage people to bring these books back. This method does not work. We need a method with teeth.

During the 90 day trial period, we pay nothing. If we discover that the service is effective and we wish to continue, we pay the \$4.95 (or \$5.50) per account (per patron) which is the normal charge. If we are dissatisfied, we pay nothing.

Under normal procedures, we would pay Unique Management \$4.95 (or \$5.50) per account. They then send the patron a letter followed up with several phone calls to encourage him/her to return the materials to us. Most materials are returned in this stage.

If that is unsuccessful, accounts are moved to "secondary placement". In this phase they inform patrons that failure to return materials will result in credit reports which will damage their credit ratings. They will do skip-traces to find new addresses of patrons. They will make at least three phone calls before actually filing a credit complaint. Once an account is moved to "secondary placement" we are charged 40% of the cost of the materials and cash received if materials are returned. If the materials are not returned, we are not charged.

If we began using this service, I would first do considerable publicity -- newspaper articles, bookmarks handed out when books are checked out, etc. Books may come

back more promptly if patrons know a collection agency will be employed. I send a letter a short time before the end of the 60 day period stating that if materials are not returned within 10 days, we will be forced to turn the account over to a collection agency. I feel that letter, in itself, will result in many items being retrieved before a collection agency is involved. That has been the experience of the libraries who use this method.

I have talked to the LaPorte County Public Library which uses this service. They note the following:

- The recovery rate is phenomenal. They doubled the collection of fines and fees.
- They have received only a few complaints from patrons and these, of course, are from those who have been turned over to the collection agency.
- Unique Management *guarantees* that the service will be at least budget neutral. LaPorte finds that the library comes out ahead of the game.
- Unique is pleasant in their contacts with patrons. They understand that libraries are public services and they act accordingly. Sometimes they alert the library to special problems such as a patron who is bedridden and can't get the materials back. (The library can then go to the patron's home to pick up the materials.)

The Fayette Co. P.L. in Connersville notes that they get about 80% of their materials back after sending a letter with 7 days' notice that materials must be returned or a collection agency will be contacted. Once the collection agency has the accounts, materials are returned in about 80% of the cases.

Other libraries have corroborated the statements of the Fayette County and LaPorte County libraries.

Concerns the board must address before entering into an agreement:

- Unique's guarantee is contingent upon our sending accounts when materials are *60 days* overdue and material cost + fine charges equal at least \$25. They believe that it becomes harder to trace people, the longer we wait to begin the search. At the point at which we send the account, we must block the patron from borrowing materials until the materials are returned and fines *paid in full*. Our present policy says patrons are blocked after materials are *90 days* overdue. We let them check materials out again after their fine is below \$5.00. We need to change that policy also. (Staff has no problem with making these policy changes. They agree that 3 months is too long a time to let overdues ride before taking further measures.)

- Unique also suggests that a \$10 or \$15 fee per account (per patron, not per item) be added to the fine once it is turned over to a collection agency. This seems reasonable to me, since we are incurring extra expenses ourselves, in charges and in staff time. I believe this also should be a board decision.
- To facilitate their search for delinquent patrons who have moved (we have many of these), they ask for a birth date. They say a social security number or drivers license number would be helpful also. I think we could add birth date to the application form with no problem. In most cases we see a drivers' license as identification. In those cases, we could write down the number (we do not do this now). I would not recommend asking for a social security number. Do you have objections to asking for a birth date?

Next Step(s). Determine whether you feel we should turn delinquent patrons over to a collection agency.

Determine whether to block further library borrowing after 60 days overdue and until the fines/fees are paid in full.

Determine whether to add an additional fee when an account is turned over to the agency.

Determine whether a birth date may be requested on patron registration applications.

Vote:

To enter into a 90 day trial period with Unique Management Inc., for the retrieval of library materials from delinquent borrowers.

To block further borrowing when a patron has materials 60 days overdue, with borrowing privileges to be restored when payment is made in full.

To add a \$10 charge to the account of any delinquent borrower, when that account is turned over to Unique Management, Inc. for collection.

To request a birth date on new patron registration applications.

Salary Ordinance 1998

June 1998 update

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	Start Date	Raise Date(s)
Evers, Jennifer	Tech.Serv. Libr	\$13.75	\$4,400.00	10	R	5/25/98	Temporary

Jen Evers is working part-time as a Technical Services librarian until we find a permanent head of the department.

Roger Watson

Barbara Arestua

Mark Keeney

May S. Dargatzis

Donald K. Abel

JCPL FINANCIAL STATEMENT

May 1998

	<u>Beginning 1998 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund						
Investments \$135,000.00	\$393,470.00	\$282,983.46	\$300,775.87	\$94,070.10	\$454,841.48	\$239,404.39
Public Library Access Card Fund	\$42.00	\$0.00	\$22.00	\$0.00	\$64.00	\$0.00
Gift Fund	\$4,544.76	\$140.00	\$3,931.81	\$543.10	\$1,187.51	\$7,289.06
DeMotte	\$439.18	\$0.00	\$205.00	\$16.64	\$210.75	\$433.43
Rensselaer	\$3,164.00	\$140.00	\$3,330.00	\$74.59	\$330.51	\$6,163.49
Wheatfield	\$941.58	\$0.00	\$396.81	\$451.87	\$646.25	\$692.14
Bond & Interest Redemption Fund						
Investments \$140,000.00	\$89,745.44	\$52,901.09	\$52,901.09	\$0.00	\$0.00	\$142,646.53
Host/Hospitality Fund	\$0.00	\$568.00	\$3,215.85	\$95.00	\$596.25	\$2,619.60
Library Improvement Reserve Fund						
Investments \$0.00	\$29,752.43	\$125.12	\$628.68	\$0.00	\$0.00	\$30,381.11
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
History Grant Fund	\$82.55	\$0.00	\$0.00	\$0.00	\$0.00	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$90.48	\$0.00	\$0.00	\$5.48	\$8.45	\$82.03
Indiana Technology Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Technology Grant 1997	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$638.83	\$3.03	\$17.92	\$656.75	\$656.75	\$0.00
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$1,520.85	\$0.00	\$0.00	\$63.68	(\$94.66)	\$1,615.51
County Tax Collected	\$435.40	\$0.00	\$0.00	\$18.71	(\$52.25)	\$487.65
#125 Plan				\$0.07	\$0.27	(\$0.27)
Employee Health Insur.	\$343.20	\$0.00	\$0.00	\$0.00	\$343.20	\$0.00
Employee P.E.R.F.	\$3,443.89	\$0.00	\$0.00	(\$1,239.63)	\$924.75	\$2,519.14
TOTAL ALL FUNDS.....	\$524,309.83	\$336,720.70	\$361,493.22	\$94,213.26	\$458,475.75	\$427,327.30

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 May 98

1.	BANK ONE CHECKING	8800.44
2.	BANK ONE-CONSTRUCTION FUND SAV	.00
3.	BANK ONE-LIRF	30381.11
4.	PEOPLES STATE BANK	101197.02
5.	DEMOTTE STATE BANK	11748.73
6.	CASH ON HAND	200.00
7.		.00
8.		.00
9.	PINNACLE BANK CD #1030210	.00
10.	PINNACLE BANK CD #1030468	.00
11.	PINNACLE BANK CD #1030699	275000.00
12.		.00
13.		.00
14.		.00
15.		.00
TOTAL ALL BANK ACCOUNTS		427327.30

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 31 May 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
22 JUN 98	1030699	PINNACLE BANK	45 DAYS	275000.00	5.45	135000-OP;1	08 MAY 98	.00	
--TOTALS--				275000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 31 May 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
2 JUN 98	1030468	PINNACLE BANK	91 DAY	225000.00	5.69	OP-135500;B	19 DEC 97	3191.86	
29 JUN 98	1030210	PINNACLE	30 DAY	150000.00	5.58	OPER	12/30/97	687.95	
--TOTALS--				375000.00				3879.81	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----
31 May 98

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	43056.00	3588.00	17875.00	25181.00	41.5
1.12	SALARY OF ASSISTANTS	549551.33	43049.34	214847.05	334704.28	39.1
1.13	WAGES OF JANITORS	36144.89	2777.50	13557.59	22587.30	37.5
1.21	EMPLOYER'S SHARE-FICA	48172.94	3706.67	18619.77	29553.17	38.7
1.22	UNEMPLOYMENT COMPENSATION	3845.00	.00	1164.18	2680.82	30.3
1.23	EMPLOYER'S CONTRIB.- PERF	25401.00	.00	12446.58	12954.42	49.0
1.24	EMPLOYER'S CONTRIB.- INS.	16800.00	1638.55	4760.23	12039.77	28.3
1.31	OTHER PERSONAL SERVICES	1500.00	.00	.00	1500.00	.0
2.11	OFFICIAL RECORDS	1200.00	419.03	443.01	756.99	36.9
2.12	STATIONERY AND PRINTING	700.00	.00	.00	700.00	.0
2.13	OTHER OFFICE SUPPLIES	5229.90	290.39	2611.74	2618.16	49.9
2.21	CLEANING & SANITATION SUPPLIES	3700.00	.00	1299.61	2400.39	35.1
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	.00	20.00	.0
2.23	OTHER OPERATING SUPPLIES	4000.00	25.64	2341.91	1658.09	58.5
2.31	BUILDING MATERIALS & SUPPLIES	1500.00	104.51	254.30	1245.70	17.0
2.32	PAINT AND PAINTING SUPPLIES	300.00	.00	.00	300.00	.0
2.33	REPAIR PARTS	500.00	.00	43.95	456.05	8.8
2.41	LIBRARY SUPPLIES	5500.00	303.48	2556.84	2943.16	46.5
2.42	AUTOMATION SUPPLIES	4300.00	.00	519.94	3780.06	12.1
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	2500.00	55.00	487.50	2012.50	19.5
3.14	OTHER PROFESSIONAL SERVICES	9400.00	351.00	786.00	8614.00	8.4
3.21	TELEPHONE	12000.00	1020.96	5002.51	6997.49	41.7
3.22	POSTAGE	6650.00	26.88	2088.79	4561.21	31.4
3.23	TRAVELING EXPENSE	5000.00	331.70	2530.63	2469.37	50.6
3.24	PROFESSIONAL MEETINGS	6684.18	89.61	4760.52	1923.66	71.2
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17600.00	874.90	5020.16	12579.84	28.5
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	26.00	110.16	889.84	11.0
3.32	OTHER PRINTING	200.00	.00	.00	200.00	.0
3.41	OFFICIAL BONDS	310.00	.00	160.00	150.00	51.6
3.42	OTHER INSURANCE	18000.00	.00	.00	18000.00	.0
3.51	GAS	27000.00	1043.64	10214.99	16785.01	37.8
3.52	ELECTRICITY	51000.00	1752.73	13856.51	37143.49	27.2
3.53	WATER	1000.00	89.75	407.55	592.45	40.8
3.54	WASTE DISPOSAL SERVICES	2500.00	167.12	927.95	1572.05	37.1
3.61	BUILDING & STRUCTURES	35000.00	2582.57	6874.07	28125.93	19.6
3.62	EQUIPMENT	7000.00	.00	3382.50	3617.50	48.3
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	153.75	71.25	68.3
3.91	DUES	2400.00	.00	950.00	1450.00	39.6
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	50000.00	.00	.00	50000.00	.0
3.95	SERVICE CONTRACTS	10000.00	741.16	3949.98	6050.02	39.5
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	28000.00	.00	2252.00	25748.00	8.0
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	37315.00	1458.66	13968.79	23346.21	37.4
4.51	BOOKS	145000.00	13838.09	50213.86	94786.14	34.6
4.52	PERIODICALS & NEWSPAPERS	38000.00	12137.65	16278.24	21721.76	42.8
4.53	NONPRINTED MATERIALS	36000.00	1569.62	17123.32	18876.68	47.6
-	TOTAL -	1201275.24	84070.10	454041.40	846523.74	35.5

CHANGES TO APPROPRIATION REPORT
DATE 31 May 98

Fund/Account No	Date	Amount	Explanation
100-1.12	05 Jan 98	21469.33	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	05 Jan 98	1420.60	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	29 Jan 98	-232.71	UNUSED 1997 ENCUMBRANCE
100-1.21	05 Jan 98	1806.94	1997 ENCUMBRANCES/BD RESOLUTION
100-2.13	25 Mar 98	29.90	OVERPAYMENT-REFUND RECEIVED
100-3.24	28 May 98	174.18	CANCELLED RESERVATION OVGTSL
100-3.24	28 May 98	10.00	INCOLSA BOARD MTG. REFUND
100-4.4	05 Jan 98	1315.00	1997 ENCUMBRANCES/BD RESOLUTION
180-4.4	18 May 98	17.92	INTEREST EARNED THRU 4/30/98
180-4.4	18 May 98	1.11	FINAL INTEREST EARNED 5/98

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 May 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
EFT DEBIT	00786	INTERNAL REVENUE SERVICE CEN	6644.02	08 MAY 98	FICA & FED TAXES WITHHELD 08
FED EFT	00833	INTERNAL REVENUE SERVICE CEN	5844.85	22 MAY 98	REF.#29698978, TRANSFER 11 M
TRANSFER	00788	JASPER COUNTY PUBLIC LIBRARY	1.11	12 MAY 98	FICA & FED TAXES WITHHELD 22
EFT DEBIT	00787	INDIANA DEPARTMENT OF REVENUE	2185.55	08 MAY 98	REF #30793828, TRANSFER 26 M
					CLOSED OUT CONSTR.ACCT.-BAL
					STATE & COUNTY TAX WITHHELD
					REF. #83990, VERIF. CODE #32
					5/08/97 @ 12:50 cdt
007207	00733	ERIN C. KINGMAN	-42.95	11 MAY 98	VOID CHECK AND A/P VOUCHER #
007315	00676	MARLENE BEEDLE	497.68	08 MAY 98	PAYROLL
007316	00670	GLENDA BROWN	695.63	08 MAY 98	PAYROLL
007317	00673	RENEE CARR	511.70	08 MAY 98	PAYROLL
007318	00678	CAVINDER, RACHAEL D.	546.15	08 MAY 98	PAYROLL
007319	00701	JUSTIN F. COPLEY	253.95	08 MAY 98	PAYROLL
007320	00672	LYNN DAUGHERTY	947.20	08 MAY 98	PAYROLL
007321	00665	CHARLOTTE FAGEN	555.77	08 MAY 98	PAYROLL
007322	00686	STEPHANIE D. FILSON	513.24	08 MAY 98	PAYROLL
007323	00704	KELLY M. GUDAMAN	81.53	08 MAY 98	PAYROLL
007324	00684	HEEKE, MICHELLE M.	904.68	08 MAY 98	PAYROLL
007325	00689	SANDRA L. HESTERMAN	338.67	08 MAY 98	PAYROLL
007326	00675	ROSE E. HOWARD	573.34	08 MAY 98	PAYROLL
007327	00677	GAIL M. JUNG	689.31	08 MAY 98	PAYROLL
007328	00697	AMBER J. KALUF	108.42	08 MAY 98	PAYROLL
007329	00693	ERIN C. KINGMAN	74.38	08 MAY 98	PAYROLL
007330	00671	DIANA KOBY	460.29	08 MAY 98	PAYROLL
007331	00668	JOAN KOPANDA	497.97	08 MAY 98	PAYROLL
007332	00669	KROS, DIANE	668.60	08 MAY 98	PAYROLL
007333	00679	SHARON K. LEWIS	186.17	08 MAY 98	PAYROLL
007334	00696	SHEILA MAXWELL	803.86	08 MAY 98	PAYROLL
007335	00691	KRISTINE L. MAYS	439.26	08 MAY 98	PAYROLL
007336	00702	SARAH A. McKEE	1275.54	08 MAY 98	PAYROLL
007337	00685	DIANE M. OPOLSKI	423.19	08 MAY 98	PAYROLL
007338	00703	NATHAN A. PLANT	69.77	08 MAY 98	PAYROLL
007339	00687	JACKIE REAGAN	709.21	08 MAY 98	PAYROLL
007340	00683	LISA RUSHER	485.69	08 MAY 98	PAYROLL
007341	00666	SHARON SCHULENBERG	611.26	08 MAY 98	PAYROLL
007342	00698	BECKY J. SHIDE	49.47	08 MAY 98	PAYROLL
007343	00681	JACK STANDISH	394.57	08 MAY 98	PAYROLL
007344	00694	PATRICIA STRINGFELLOW	503.96	08 MAY 98	PAYROLL
007345	00667	JILL TACHTIRIS	652.41	08 MAY 98	PAYROLL
007346	00700	BRENDA Z. THOMAS	96.97	08 MAY 98	PAYROLL
007347	00695	LINDA THOMPSON	208.87	08 MAY 98	PAYROLL
007348	00699	VAN KLEY, APRIL L.	123.74	08 MAY 98	PAYROLL
007349	00690	VIRGINIA VIS	77.39	08 MAY 98	PAYROLL
007350	00692	VIRGINIA L. VIS	193.31	08 MAY 98	PAYROLL
007351	00688	SUSAN M. WAKELAND	87.06	08 MAY 98	PAYROLL
007352	00674	WHITED, AMBER	530.03	08 MAY 98	PAYROLL
007353	00682	MARGARET M. WOODS	618.37	08 MAY 98	PAYROLL

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
007354	00680	LEANNE YORK	946.45	08 MAY 98	PAYROLL
007355	00800	MARLENE BEEDLE	458.49	22 MAY 98	PAYROLL
007356	00794	GLENDA BROWN	639.89	22 MAY 98	PAYROLL
007357	00797	RENEE CARR	508.35	22 MAY 98	PAYROLL
007358	00802	CAVINDER, RACHAEL D.	528.44	22 MAY 98	PAYROLL
007359	00824	JUSTIN F. COPLEY	78.82	22 MAY 98	PAYROLL
007360	00796	LYNN DAUGHERTY	947.20	22 MAY 98	PAYROLL
007361	00789	CHARLOTTE FAGEN	390.22	22 MAY 98	PAYROLL
007362	00810	STEPHANIE D. FILSON	513.24	22 MAY 98	PAYROLL
007363	00826	KELLY M. GUDEMAN	86.05	22 MAY 98	PAYROLL
007364	00808	HEEKE, MICHELLE M.	904.68	22 MAY 98	PAYROLL
007365	00813	SANDRA L. HESTERMAN	300.88	22 MAY 98	PAYROLL
007366	00799	ROSE E. HOWARD	481.16	22 MAY 98	PAYROLL
007367	00801	GAIL M. JUNG	689.31	22 MAY 98	PAYROLL
007368	00821	AMBER J. KALUF	92.35	22 MAY 98	PAYROLL
007369	00817	ERIN C. KINGMAN	69.56	22 MAY 98	PAYROLL
007370	00795	DIANA KOBY	460.29	22 MAY 98	PAYROLL
007371	00792	JOAN KOPANDA	514.94	22 MAY 98	PAYROLL
007372	00793	KROS, DIANE	639.10	22 MAY 98	PAYROLL
007373	00803	SHARON K. LEWIS	124.11	22 MAY 98	PAYROLL
007374	00820	SHEILA MAXWELL	803.86	22 MAY 98	PAYROLL
007375	00815	KRISTINE L. MAYS	392.69	22 MAY 98	PAYROLL
007376	00809	DIANE M. OPOLSKI	423.19	22 MAY 98	PAYROLL
007377	00825	NATHAN A. PLANT	92.42	22 MAY 98	PAYROLL
007378	00811	JACKIE REAGAN	709.21	22 MAY 98	PAYROLL
007379	00807	LISA RUSHER	578.48	22 MAY 98	PAYROLL
007380	00790	SHARON SCHULENBERG	552.41	22 MAY 98	PAYROLL
007381	00822	BECKY J. SHIDE	98.93	22 MAY 98	PAYROLL
007382	00827	NANETTE T. SPEACHT	78.83	22 MAY 98	PAYROLL
007383	00805	JACK STANDISH	412.16	22 MAY 98	PAYROLL
007384	00818	PATRICIA STRINGFELLOW	492.91	22 MAY 98	PAYROLL
007385	00791	JILL TACHTIRIS	652.41	22 MAY 98	PAYROLL
007386	00819	LINDA THOMPSON	225.37	22 MAY 98	PAYROLL
007387	00823	VAN KLEY, APRIL L.	73.87	22 MAY 98	PAYROLL
007388	00814	VIRGINIA VIS	130.60	22 MAY 98	PAYROLL
007389	00816	VIRGINIA L. VIS	165.70	22 MAY 98	PAYROLL
007390	00812	SUSAN M. WAKELAND	91.90	22 MAY 98	PAYROLL
007391	00798	WHITED, AMBER	482.46	22 MAY 98	PAYROLL
007392	00806	MARGARET M. WOODS	618.37	22 MAY 98	PAYROLL
007393	00804	LEANNE YORK	946.45	22 MAY 98	PAYROLL
016804	00705	INDIANA DEFERRED COMPENSATIO	611.80	08 MAY 98	WITHHELD FROM PAYROLL 08 MAY
016805	00706	ANTHEM BLUE CROSS AND BLUE S	2600.83	08 MAY 98	DAUGHERTY,KOBY,KOPANDA,SCHUL
016806	00707	NORTHWESTERN INDIANA TELEPHO	150.51	08 MAY 98	GROUP POLICY-APRIL '98 PREMI
016807	00708	OFFICE OF CHILD SUPPORT	27.46	08 MAY 98	MAY '98 LOCAL TELEPHONE-DEMO
016808	00709	SPRINT	204.14	08 MAY 98	CASE-ID:054-66-5846-0
016809	00710	TOWN OF DEMOTTE	43.12	08 MAY 98	APRIL '98 LONG DISTANCE-REN,
016810	00711	TOWN OF WHEATFIELD SEWER WOR	41.05	08 MAY 98	SEWER SERVICE MAR '98-DEMOTT
					SEWER SERVICE MAY '98- WHEAT

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 May 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016811	00712	A.E. BOYCE CO., INC.	419.03	11 MAY 98	GENERAL RECPT BK;VENDOR CHEC
016812	00713	AMBER WHITED	73.21	11 MAY 98	HTML WKSHP EXPENSES/MILEAGE
016813	00714	AMERICAN LIBRARY ASSN	27.60	11 MAY 98	POSTER/BOOKMARKS-RENS. SUMME
016814	00715	BAKER & TAYLOR	5766.28	11 MAY 98	BOOKS,GIFT BOOKS
016815	00716	BARNES & NOBLE	249.92	11 MAY 98	BOOKS,SUMMER RDG.PRIZES
016816	00717	BEN FRANKLIN	8.35	11 MAY 98	SUMMER READING PRIZES-DEM.
016817	00718	BEST BUY CO., INC.	488.63	11 MAY 98	VIDEOS,CDs,CD-ROMs
016818	00719	BETHANY HOUSE PUBLISHERS	36.80	11 MAY 98	BOOKS
016819	00720	BLACK MAGAZINE AGENCY	11758.98	11 MAY 98	ANNUAL MAGAZINE SUBSCRIPTION
016820	00721	CARR'S HOME CONSTRUCTION	47.00	11 MAY 98	SNOW REMOVAL-MARCH-RENS
016821	00722	CHARLOTTE FAGEN	191.05	11 MAY 98	MILEAGE,CRAFT ITEMS,MEETING
016822	00723	CRITICS' CHOICE VIDEO	124.61	11 MAY 98	VIDEOS
016823	00724	CROSSWIND SERVICES, INC.	20.00	11 MAY 98	E-MAIL INTERNET ACCESS- MAY
016824	00725	DEHAAN CONSTRUCTION, INC.	75.00	11 MAY 98	SHINGLE REPAIRS-WHEATFIELD L
016825	00726	DEMCO	117.49	11 MAY 98	CD JEWEL CASES,VIDEO CASES,B
016826	00727	DIANA KOBY	161.14	11 MAY 98	STAFF DEVELOPMENT DAY SUPPLI
016827	00728	DIANE KROS	45.00	11 MAY 98	MILEAGE
016828	00729	DIVERSITY UNIFORMS	6.95	11 MAY 98	REPLACE NAME BADGE-S. SCHULE
016829	00730	DUMAS & MORIARTY	55.00	11 MAY 98	LEGAL SERVICES-MARCH 1998
016830	00731	EDUCATORS PROGRESS SERVICE,	85.80	11 MAY 98	EDUCATIONAL GUIDES/BOOKS
016831	00732	ELLISON EDUCATIONAL EQUIPMEN	65.00	11 MAY 98	DIE CUTS-CH. DEPT-RENS & DEM
016832	00734	ERIN C. KINGMAN	42.95	11 MAY 98	PAYROLL
016833	00735	FACTS ON FILE NEWS SERVICES	1010.00	11 MAY 98	ISSUES/CONTROVERSIES,1997 &
016834	00736	FASE'S WATER TREATMENT & FLO	87.50	11 MAY 98	REDOUT-DEMOTTE LIB.
016835	00737	GAIL JUNG	40.26	11 MAY 98	RENS. PETTY CASH-POSTAGE,VHS
016836	00738	GAYLORD BROS.	193.74	11 MAY 98	BANNER ROD,PUTTY CLEANER,BAN
016837	00739	GROLIER INTERACTIVE INC.	94.80	11 MAY 98	CONTINUOUS LABEL SETS
016838	00740	GROLIER PUBLISHING COMPANY	286.20	11 MAY 98	GROLIER MULTIMEDIA ON CD-Rom
016839	00741	HERITAGE OFFICE PRODUCTS, IN	7.94	11 MAY 98	COUNTRIES (BOOKS)-STANDING O
016840	00742	HIGHSMITH CO. INC.	530.48	11 MAY 98	TRANSPARENCIES-COPIER
016841	00743	H. W. WILSON COMPANY	230.00	11 MAY 98	CHAIR CADDY,BOOK TRUCK-WHEAT
016842	00744	INGRAM	142.06	11 MAY 98	READERS GUIDE,PRINT VERS.-7/
016843	00745	ibd	176.50	11 MAY 98	PAPERBACKS
016844	00746	JACKIE REAGAN	50.61	11 MAY 98	AT&T TOLL FREE DIR./BUSINESS
016845	00747	LAWN CARE CONSULTANTS	150.00	11 MAY 98	ILF/SUMMER READING EXPENSES/
016846	00748	LEANNE YORK	69.16	11 MAY 98	WHEATF.LIB.LANDSCAPING/MOWIN
016847	00749	LIBRARY STORE, INC.	11.40	11 MAY 98	DIFFICULT CUSTOMER WKSHP EXP
016848	00750	LISA RUSHER	5.07	11 MAY 98	"BE KIND,REWIND" VIDEO LABEL
016849	00751	MANUFACTURERS' NEWS, INC.	116.95	11 MAY 98	ILF EXPENSES
016850	00752	MARSHALL CAVENDISH CORPORATI	1465.08	11 MAY 98	1998 INDIANA MFG.DIRECTORY
016851	00753	MEGGERS FINISHING SYSTEMS	1065.00	11 MAY 98	BOOKS
016852	00754	MICHELLE HEEKE	17.63	11 MAY 98	TACKBOARD WALLS-DEMOTTE LIB.
016853	00755	MICROMARKETING ASSOCIATES	27.96	11 MAY 98	ILF EXPENSES/MILEAGE
016854	00756	MIDWEST TAPE	98.55	11 MAY 98	CHILDREN VIDEOS
016855	00757	NETNITCO	67.50	11 MAY 98	VIDEOS
016856	00758	OFFICE DEPOT	21.80	11 MAY 98	INTERNET ACCESS-MAY 1998
016857	00759	PATRICK OATIS	280.00	11 MAY 98	ZIPPER POUCHES FOR CIRC.CD-R
					INTRO/SIGN LANGUAGE CLASS-BA

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016858	00760	PATTY STRINGFELLOW	6.65	11 MAY 98	ILF EXPENSES
016859	00761	PHILIP N. HOWARD	17.01	11 MAY 98	STEP REPAIRS-WHEATFIELD LIB.
016860	00762	PRECISION CONTROL SYSTEMS, I	1475.05	11 MAY 98	BOILER REPAIRS, LEAKY ACTUATO
016861	00763	QUALITY BOOKS INC.	1987.17	11 MAY 98	BOOKS
016862	00764	QUILL	215.46	11 MAY 98	PENS, DESK ACCESS., LABELS, DIS BINDERS, LEGAL PADS, TAPE, SHEE
016863	00765	REGENT BOOK CO., INC.	70.06	11 MAY 98	BOOKS
016864	00766	REIMAN PUBLICATIONS	19.96	11 MAY 98	TASTE O'HOME QUICK COOKING-2
016865	00767	READER'S DIGEST ASSOCIATION	22.46	11 MAY 98	1 YR. SUBSCRIPTION-RENS. 7/9
016866	00768	RENSSELAER REPUBLICAN	132.25	11 MAY 98	1 YR. SUBSC.-DEMOTTE; BOOK SA
016867	00769	ROURKE PUBLISHING GROUP	1444.65	11 MAY 98	BOOKS
016868	00770	SARAH MCKEE	13.20	11 MAY 98	MILEAGE
016869	00771	SECURITY COURIERS CORP.	741.16	11 MAY 98	TRANSPORT SERVICE-4/10-5/01/
016870	00772	SENTIMENTAL PRODUCTIONS	79.95	11 MAY 98	VHS SING-ALONG TAPES
016871	00773	STORY PEDDLERS	166.00	11 MAY 98	DEM. SUMMER READING SPEAKER-6
016872	00774	STECK-VAUGHN COMPANY	1055.10	11 MAY 98	BOOKS
016873	00775	T.C. & M., INC.	1492.27	11 MAY 98	ENTRY LIGHT FIXTURES-CONSTR. DOOR ALARM REPAIR-R; LIGHTING
016874	00776	TEETERS CULLIGAN	49.55	11 MAY 98	MAY WATER COOLER RENTAL/WATE
016875	00777	TIME-LIFE EDUCATION	55.47	11 MAY 98	BOOKS
016876	00778	THINK TANK INFORMATION SYSTE	195.00	11 MAY 98	COMPUTER MEMORY-64MB
016877	00779	TOYS "R" US	312.72	11 MAY 98	SUMMER RDG. PROGRAM VIDEOS/C
016878	00780	TYSEN'S COUNTRY GROCERY, INC	12.92	11 MAY 98	CHILDREN PROGRAM SUPPLIES
016879	00781	VIKING OFFICE PRODUCTS	74.02	11 MAY 98	SILVER MARKER/LABELS, COMP. RI
016880	00782	VISTA INC.	59.60	11 MAY 98	PROJECTOR BULBS, CEILING BULB
016881	00783	WAL-MART STORES, INC.	21.66	11 MAY 98	SUMMER READING PROGRAM SUPPL
016882	00784	SPRINT	1288.63	11 MAY 98	RENS. TELEPHONE & DATA LINES-
016883	00785	JASPER COUNTY PUBLIC LIBRARY	275000.00	08 MAY 98	PURCHASE 45 DAY CD
016884	00828	INDIANA DEFERRED COMPENSATIO	806.56	22 MAY 98	WITHHELD FROM 22 MAY 98 PAYR DAUGHERTY, FAGEN, KOBY, KOPANDA
016885	00829	CITY OF RENSSELAER	2411.81	22 MAY 98	RENSSELAER UTILITIES, 4/7-5/
016886	00830	NIPSCO	517.66	22 MAY 98	WHEATFIELD UTILITIES, 4/13-5/
016887	00831	OFFICE OF CHILD SUPPORT	27.46	22 MAY 98	CASE ID#054-66-5846-0
016888	00832	SPRINT	165.08	22 MAY 98	LONG DISTANCE-WHEATFIELD-MAY

--TOTAL AMOUNT OF CLAIMS-- 369214.37

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 369214.37. Dated 8 JUN 98.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
May 31, 1998

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
ES & FEES.....			\$1,657.98	\$9,747.07
DeMotte	\$710.26	\$3,946.00		
Rensselaer	\$619.41	\$3,978.96		
Wheatfield	\$328.31	\$1,822.11		
PHOTOCOPIES.....			\$548.80	\$3,042.58
DeMotte	\$210.40	\$1,179.45		
Rensselaer	\$283.65	\$1,434.73		
Wheatfield	\$54.75	\$428.40		
CARDS.....			\$95.00	\$408.00
DeMotte	\$16.00	\$110.00		
Rensselaer	\$75.00	\$238.00		
Wheatfield	\$4.00	\$60.00		
COMPUTER DISKS.....			\$0.70	\$10.50
INTEREST.....			\$662.67	\$7,214.01
TAXES.....			\$279,749.13	\$279,749.13
Property Tax	\$84,332.63	\$84,332.63		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Local Option/Certified Shares	\$174,710.00	\$174,710.00		
Local Option/Property Tax Repl.	\$20,706.50	\$20,706.50		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$269.18	\$604.58
Program Fee	\$10.00	\$20.00		
Postage	\$0.00	\$0.00		
Utility-Telephones	\$0.00	\$3.05		
1997 Polk's Magazine Subscripti	\$0.00	\$283.96		
overpayment-Sch. Specialty	\$0.00	\$29.90		
AEC One Stop-returned cd	\$0.00	\$8.49		
Meeting reservations cancelled	\$259.18	\$259.18		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$282,983.46	\$300,775.87
PLAC FUND.....			\$0.00	\$22.00
GIFT FUNDS.....			\$140.00	\$3,931.81
DeMotte	\$0.00	\$205.00		
Rensselaer	\$140.00	\$3,330.00		
Wheatfield	\$0.00	\$396.81		
BOND & INTEREST REDEMPTION FUND.....			\$52,901.09	\$52,901.09
Property Tax	\$52,899.98	\$52,899.98		
Financial Institution Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Close out-Construction Account	\$1.11	\$1.11		
HOST/HOSPITALITY FUND.....			\$568.00	\$3,215.85
LIBRARY IMPROVEMENT FUND.....			\$125.12	\$628.68
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$0.00
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$0.00
STATE TECHNOLOGY GRANT 1997.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$3.03	\$17.92
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$0.00
TOTAL RECEIPTS - ALL FUNDS.....			\$336,720.70	\$361,493.22

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 02 Jun 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016889	00834	ADAIR PERFORMANCE	725.00	08 JUN 98	SUMMER READING PROG.-6/23 & KEVIN ADAIR-MAGIC,JUGGLING-D
016890	00835	ALCO DISCOUNT STORE #290	26.98	08 JUN 98	SCRAPBOOK-DEMOTTE
016891	00836	ANCESTRY INCORPORATED	8.95	08 JUN 98	1864 MAP OF INDIANA- DEMOTTE
016892	00837	ANNE-MARIE EGAN	39.60	08 JUN 98	MILEAGE
016893	00838	ASSOCIATED LIBRARIES, INC.	1605.81	08 JUN 98	BOOKS
016894	00839	AVC CORPORATION	198.00	08 JUN 98	MAY & JUN '98 SERVICE CONTRA FINANCIAL COMPUTER
016895	00840	BAKER & TAYLOR	7077.95	08 JUN 98	BOOKS
016896	00841	BETH SUTTON CUMMINS	50.00	08 JUN 98	SUMMER READING PROG.-JULY 1, TROPICAL BIRDS-RENSSELAER
016897	00842	BETHANY HOUSE PUBLISHERS	12.96	08 JUN 98	BOOKS
016898	00843	BETTER CONTAINERS MFG. CO. I	55.27	08 JUN 98	BOOK BAGS-DEMOTTE & WHEATFIE
016899	00844	BETTY A. HUFF (PAS-TIME BOO	625.31	08 JUN 98	BOOKS & VIDEO'S
016900	00845	BROOK-IROQUOIS TOWNSHIP PUBLIC	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016901	00846	CAIN CONSULTING GROUP	2047.89	08 JUN 98	5/9/98 BOARD WORKSHOP & EXPE
016902	00847	CHICAGO TRIBUNE	121.26	08 JUN 98	SUBSCRIPTION;5/17/98-5/15/99
016903	00848	CHIEF, CDS	25.00	08 JUN 98	1998 CATALOGING SERVICE BULL
016904	00849	CREATIVE LABS	62.40	08 JUN 98	AUDIO INTERFACE CABLES
016905	00850	CROSSWIND SERVICES, INC.	20.00	08 JUN 98	E-MAIL INTERNET ACCESS-JUNE
016906	00851	CROWN POINT COMMUNITY LIBRAR	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016907	00852	DARYL'S PASTRY SHOP	12.54	08 JUN 98	5/21/98 INCOLSA WORKSHOP SUP
016908	00853	DEMCO	10.86	08 JUN 98	FOLDING WIRE EASEL
016909	00854	DEMOTTE OFFICE SUPPLY	80.10	08 JUN 98	3 REAMS PAPER
016910	00855	DIANE KROS	34.20	08 JUN 98	MILEAGE
016911	00856	DISCLOSURE INCORPORATED	1841.00	08 JUN 98	COMPACT-D;SUBCRPTION 5/1/98-
016912	00857	ELKHART PUBLIC LIBRARY	6.50	08 JUN 98	INTERLIBRARY LOAN BOOK-LOST WIZARD IN SEATTLE
016913	00858	FARM EQUIPMENT GUIDE	38.20	08 JUN 98	BOOK
016914	00859	FASE-KALUF TV & APPLIANCE	9.99	08 JUN 98	IBM SERIAL CABLE
016915	00860	FRED PRYOR SEMINARS	99.00	08 JUN 98	7/9/98;HOW TO SUPERVISE PEOP J. REAGAN
016916	00861	GA FOODS GROUP	48.73	08 JUN 98	SUPPLIES;DAN CAIN WRKSHP & I
016917	00862	GAIL JUNG	44.81	08 JUN 98	RENS. PETTY CASH-POSTAGE,BAT COMPUTER ADAPTER
016918	00863	GAIL JUNG	27.18	08 JUN 98	DEM. PETTY CASH-POSTAGE, LGHT VACUUM BELTS, MARKER & PAPER
016919	00864	GAIL JUNG	45.49	08 JUN 98	MILEAGE-BUDGET WRKSHP. EXPEN
016920	00865	GALE RESEARCH INC.	331.27	08 JUN 98	BOOKS
016921	00866	GARY PUBLIC LIBRARY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016922	00867	HAMMOND PUBLIC LIBRARY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016923	00868	HERITAGE OFFICE PRODUCTS, IN	609.24	08 JUN 98	MITA 2355 COPIER SERV.CONTRA AVERY DOTS
016924	00869	HERB SCHWOMEYER	18.00	08 JUN 98	BOOK

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 02 Jun 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016925	00870	HERBS FOR HEALTH	19.95	08 JUN 98	SUBSCRIPTION-1 YEAR:RENSSELA
016926	00871	H. W. WILSON COMPANY	504.00	08 JUN 98	CURRENT BIO.CO-ROM:5/98-4/99
016927	00872	INDIANA CHAMBER OF COMMERCE	90.00	08 JUN 98	BOOK
016928	00873	INFORMATION & RECORDS ASSOC.	58.12	08 JUN 98	TONER FOR MICROFILM MACHINE
016929	00874	INFORMATION PLUS	442.35	08 JUN 98	BOOKS
016930	00875	INGRAM	87.72	08 JUN 98	BOOKS
016931	00876	JOURNAL AND COURIER	156.00	08 JUN 98	USA TODAY SUBSCRPT. 6/11/98-
016932	00877	JUDEE SWEET	200.00	08 JUN 98	SUMMER READING PROGRAM-7/8/9
016933	00878	LAKE COUNTY PUBLIC LIBRARY	88.00	08 JUN 98	BUCKEYE PIONEER WOODSWOMAN 5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016934	00879	LISA RUSHER	33.00	08 JUN 98	MILEAGE-CIRC. COUNTERPARTS V
016935	00880	LITTLE COUSIN JASPER COUNTRY	16.67	08 JUN 98	DISPLAY BOOTH LCJF 9/12/98
016936	00881	LOWELL PUBLIC LIBRARY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016937	00882	McGRAW-HILL, INC.	561.10	08 JUN 98	BOOKS
016938	00883	MIDWAY ELECTRONICS	353.44	08 JUN 98	PAGER & ANNUAL SERVICE FEE
016939	00884	MIDWEST TAPE	60.70	08 JUN 98	VIDEO'S
016940	00885	M W INSURANCE AGENCY	9928.00	08 JUN 98	WORKERS COMP. & COMMERCIAL P 4/16/98 - 4/16/99
016941	00886	NADSC	96.00	08 JUN 98	SUBSCRIPTION TO 9/99;DEM. &
016942	00887	NIPSCO	2166.98	08 JUN 98	DEMOTTE UTILITIES;4/16/98-5/
016943	00888	NORTHWESTERN INDIANA TELEPHO	142.68	08 JUN 98	JUNE '98 LOCAL TELEPHONE-DEM
016944	00889	PAULA RAMOS	350.00	08 JUN 98	SUMMER READING PROG. 6/16 & BOOK WOMAN-DEMOTTE & WHEATFI
016945	00890	PORTER CO. PUBLIC LIBRARY SY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016946	00891	POST TRIBUNE	156.00	08 JUN 98	SUBSCRIPTION TO 6/99-WHEATFI
016947	00892	POSTMASTER GENERAL	683.00	08 JUN 98	STAMPS: 1000-.32; 200-.10; 1
016948	00893	PRECISION CONTROL SYSTEMS, I	409.50	08 JUN 98	REPLACE ACTUATOR ON UNIT HEA HEAT SENSOR FOR FAN MOTOR-RE
016949	00894	PUBLISHING SALES CONSULTANTS	96.25	08 JUN 98	BOOKS
016950	00895	QUALITY BOOKS INC.	3706.90	08 JUN 98	BOOKS & VIDEO'S
016951	00896	REGENT BOOK CO., INC.	701.20	08 JUN 98	BOOKS
016952	00897	RENSSELAER REPUBLICAN	56.74	08 JUN 98	TECH. SERVICES LIBRARIAN AD.
016953	00898	SECURITY COURIERS CORP.	547.16	08 JUN 98	TRANSPORT SERVICE 5/8/98-5/2
016954	00899	SHEILA MAXWELL	196.58	08 JUN 98	MILEAGE & EXPENSES ILF,COUNTERPARTS,NOVELL MTG.
016955	00900	SIMON & SCHUSTER SCHOOL GROU	593.69	08 JUN 98	BOOKS
016956	00901	SOMERSET PUBLISHERS, INC.	525.00	08 JUN 98	BOOKS
016957	00902	SPRINT	178.70	08 JUN 98	MAY '98 LONG DISTANCE-REN,DE
016958	00903	STANDARD & POOR'S CORP.	3724.00	08 JUN 98	BOOKS
016959	00904	STARKE CO. PUBLIC LIBRARY SY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016960	00905	ELTON HUMMEL	390.00	08 JUN 98	SUMMER READING PROG.6/17 & 6 CINDERELLA-STEVENS PUPPETS;R
016961	00906	TEETERS CULLIGAN	9.95	08 JUN 98	JUNE '98 WATER COOLER RENTAL
016962	00907	TELECOMM INDUSTRIES	86.00	08 JUN 98	TELEPHONE HANDSETS & CORDS-R

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

02 Jun 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016963	00908	THE TIMES - EASTLAKE	187.20	08 JUN 98	SUBSCRIPTION 6/98 - 6/99;WHE
016964	00909	THINK TANK INFORMATION SYSTE	1655.60	08 JUN 98	COMPUTER & ETHERLINK
016965	00910	TOWN OF DEMOTTE	43.12	08 JUN 98	SEWER SERVICE;APRIL '98-DEMO
016966	00911	TOWN OF WHEATFIELD SEWER WOR	41.05	08 JUN 98	SEWER SERVICE;JUN '98- WHEAT
016967	00912	TYSEN'S COUNTRY GROCERY, INC	46.18	08 JUN 98	DAN CAIN WORKSHOP EXPENSES 5
					STAFF DEVELOPMENT WORKSHOP 4
016968	00913	TYSEN'S FAMILY FOOD CENTER	6.00	08 JUN 98	STAFF DEVELOPMENT WORKSHOP 4
016969	00914	UNIQUE BOOKS, INC.	4075.07	08 JUN 98	BOOKS & VIDEO'S
016970	00915	USA TODAY	119.00	08 JUN 98	SUBSCRIPTION 6/24/98-7/1/99;
016971	00916	WALKER DISPLAY INC.	152.90	08 JUN 98	PICTURE HANGING HARDWARE
016972	00917	WALSTRA FINE CUT	66.00	08 JUN 98	LAWN MAINT. 4/20 & 4/27/98-D
016973	00918	WESTCHESTER PUBLIC LIBRARY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF
					EXCESS FEE CHARGED
016974	00919	WHITING PUBLIC LIBRARY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF
					EXCESS FEE CHARGED
016975	00920	WIRED	19.98	08 JUN 98	SUBSCRIPTION TO 3/99;RENS
		--TOTAL AMOUNT OF CLAIMS--	50578.97		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 50578.97. Dated 08 JUN 98.

_____	_____
_____	_____
_____	_____
_____	_____

JULY

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, July 13, 1998, 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Approval of Public Records, Public Purchase and Circulation Policies (R 11- R 15)
- D. Salary ordinance changes (R 7)
- E. Approval of NILBA dinner bill (R 17)

General Business

- A. Journal subscriptions (R 17)
- B. Employee educational support (R 18)
- C. Budget Workshop (R 18)
- D. NILBA dinner program (R 18)
- E. Wheatfield Needs Assessment (R 19)

Action
Action
Discussion
Discussion
Information

Director's Report (R 17 – R 20)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes June 8, 1998
Meeting of the Jasper County Public Library Board
Rensselaer Library
7:00 PM

Present: Mary Duggleby, Mark Heinig, Barbara Leestma, Roger Walstra, Don Abel, Lynn Daugherty. **Absent:** Anne-Marie Egan, James Staton

New Board Member: President B. Leestma introduced Don Abel as our newest board member replacing M. L. Casey whose term expired in May 1998.

Vice-President: R. Walstra was appointed to fill the vacancy of the Vice-President for the balance of 1998.

Board/Director Responsibilities: Reviewed as suggested at the Dan Cain Workshop.

Agenda/Consent Agenda: On a motion by M. Duggleby, seconded by M. Heinig, the Agenda and Consent Agenda items including the May Minutes, Bills/Financial Reports, approval of Study Room Use Policy as presented, Reciprocal Borrowing Policy, and Internet Acceptable Use Policy, and Salary Ordinance Addition were approved. Motion passed.

Budget Calendar: R. Walstra moved to accept the proposed budget calendar beginning with the August 10 timetable. Motion seconded by M. Duggleby. Vote was unanimous.

Wheatfield Consultant: The Wheatfield Task Force committee felt a library consultant was important in assessing our needs in order to make an educated decision on the right direction to move for the Wheatfield Library. Two consultants responded to our request. Sharon Wiseman offered to do a contained feasibility study, focus group sessions, and an on-site visit. Anders Dahlgren bid on a more costly in-depth study. R. Walstra moved, seconded by M. Duggleby, to have Sharon Wiseman do a one-day site visit dependent upon the fee not exceeding \$3000. This decision was based in part on the expectation that a system-wide study will be a part of next year's long range planning activities.

Collection Agency: An excessive amount of overdue and the positive comments from other libraries using collection agencies prompted the board to consider the services of a collection agency. Unique Management, Inc. averages an 80% rate of return during the first stage of collections for materials 60 days overdue. They charge \$4.95 /\$5.50 per account for this level of service. An additional 40% of the cost of materials returned would be charged to accounts entering the secondary stage, with no charge if materials are not returned. Unique offers a 90-day free trial period, backcharging us only if we decide to enter into a contract.

M. Heinig moved to enter into a 90-day trial period with Unique Management, Inc. for the retrieval of library materials from delinquent borrowers; to block further borrowing when a patron has materials 60 days overdue with borrowing privileges to be restored only when payment is made in full; to add a \$10 charge to the account of any delinquent borrower when the account is turned over to Unique Management, Inc. for collection; and to request the birth date on new patron registration applications. D. Abel seconded the motion. Motion passed.

The library will first advertise through the media, bookmarks, etc. alerting patrons that we will be using a collection agency. We will revise our long overdue letter accordingly. We

will also list the patron's driver license number if available at time of application for card. L. Daugherty will investigate whose responsibility it is to erase a negative credit rating after materials are returned, and how long this information remains on a patron's credit history.

Educational Assistance: The library encourages its employees to educate themselves particularly in the field of library science. An employee wishing to earn her MLS degree would like to negotiate with the library to assist in this expense. A payback clause was suggested as part of an incentive for the employee to complete her degree, maintaining a "B" average, and a minimum of two years of continued employment. D. Abel will inquire on how the percent of payback per year operates at his place of employment while L. Daugherty will get more concrete data regarding the employee's commitment, needs, and time frame to complete her degree, etc. The board will consider a proposal at a future meeting.

Technical Services Librarian: With no response to advertisements for a T.S. Librarian, L. Daugherty will travel to Washington D.C. to interview prospective T.S. Librarians at the ALA Placement Center at the annual conference. There is no charge for attendance at the conference. The library will only incur travel and meal expenses.

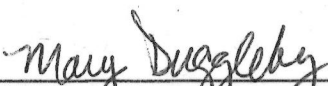
Technology Plan: Changes were recently announced in the requirements to receive funding through the Universal Service Agreement. An evaluation process is now a necessary component and has been drafted by the Technology Plan Committee. Other elements to be included in the plan are a budget, time line, three-year goals, training, current inventory and technology needs. On a motion by M. Duggleby, seconded by M. Heinig, an evaluation process for the Technology Plan of February 26, 1996, was approved. Motion passed.

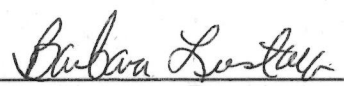
DeMotte Burst Pipe: Minimal damage to the computer hardware occurred as a result of a burst domestic water pipe in the Electrical Room where the computer network is housed. We will be installing a shower curtain or protective shield between the electrical side of the room and the water tanks. We were back up and running within two days. As part of our building insurance, we have special computer hardware/software coverage. MW Insurance was contacted. We will file a claim once all bills are received.

DeMotte & Rensselaer Bond: L. Daugherty investigated the possibility of refinancing our bond. We learned that the cost to do so would outweigh any savings gained at this stage.

Board Briefing: Other topics for future board orientation discussion are Open Door Law, technology updates, and a tour of the Rensselaer building which can be included with the Rensselaer Library's annual report. No board orientation will take place at the July meeting.

With no further business the meeting adjourned at 8:40 PM on a motion by M. Heinig, seconded by D. Abel.


Attest: Mary Duggleby, Secretary


Barbara Leestma, President

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

June 1998

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	133	29	84	18	151	33	368	80
LOCAL HISTORY								
In person	2	1	27	8	0	0	29	8
Letters written		0	3	3	0	0	3	3
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer agreements	6	1	129	11	16	1	151	13
Computer software used	6	1	62	5	17	1	85	7
VCR Use	1	0	2	0	0	0	3	0
Microforms	0	0	65	9	0	0	65	9
CD ROM software used	51	4	146	12	4	0	201	17
Public use of FAX service	29	5	28	5	17	3	74	12
Typewriter use	0	0	3	0	0	0	3	0
Other equipment used	0	0	0	0	0	0	0	0
Dial-in OPAC access							<u>5</u>	
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	8	5	0	0	9	6
Notarized documents	4	1	1	0	0	0	5	1
Meeting Room Use (number of groups)	20	7	24	8	8	3	52	17
Study room use	15	1	16	1	2	0	33	3
Copies made for patrons		0		0		0	0	0
Tax forms distributed		0		0		0	0	0
INTERLIBRARY LOANS								
Requests made for:	34	9	65	16	7	2	106	27
Items rec'd for:	21	11	40	20	9	5	70	35
Items requested by other libraries	2						2	
Items supplied to other libraries	2	1		0		0	2	1
DIRECTIONAL QUESTIONS								
These statistics are gathered on a sample basis over a 3 month period. You will see them listed only one month out of every 3 months.								
By phone		0		0		0	0	0
In person		0		0		0	0	0
REFERENCE QUESTIONS								
By phone		0		0		0	0	0
In person		0		0		0	0	0

CIRCULATION BY ITEM FINE CODE

June 1998

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	40	28	7	75
100 (1)	32	60	19	111
200 (2)	55	36	29	120
300 (3)	159	202	91	452
400 (4)	20	17	8	45
500 (5)	87	65	15	167
600 (6)	664	428	253	1345
700 (7)	239	189	129	557
800 (8)	52	33	9	94
900 (9)	150	156	38	344
B (10)	71	76	39	186
j000 (11)	15	7	2	24
j100 (12)	9	14	1	24
j200 (13)	6	22	16	44
j300 (14)	124	128	25	277
j400 (15)	27	8	1	36
j500 (16)	294	263	78	635
j600 (17)	248	128	58	434
j700 (18)	216	239	92	547
j800 (19)	212	99	12	323
j900 (20)	67	60	34	161
jB (21)	265	159	23	447
FIC (22)	1692	2015	762	4469
yaFIC (23)	115	133	45	293
LARGE PRINT (24)	56	74	27	157
jFIC (25)	550	512	158	1220
jE (26)	2082	1784	926	4792
jER (27)	967	453	245	1665
Magazines (28)	979	462	181	1622
Games/Toys (29)	0	3	0	3
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	140	243	51	434
jCassettes (33)	199	181	22	402
Compact Discs (34)	146	277	158	581
jCompact Discs (35)	3	0	1	4
Sound Recordings (36)	6	32	1	39
jSound Recordings (37)	6	20	1	27
CD ROM Software (38)	42	36	6	84
Vertical File (39)	239	195	16	450
Equipment (40)	0	4	0	4
yapFIC (41)	398	190	136	724
jpFIC (42)	751	329	111	1191
Reference (43)	22	43	9	74
Genealogy (44)	0	0	0	0
jMagazines (45)	220	78	36	334
VHS (46)	604	1239	603	2446
Computer software (47)	0	0	0	0
Internet usage (49)	87	152	50	289
Free reads	352	394	94	840
Puzzles			8	8
Talking books		11		11
Assignment shelf books				0
TOTAL	12708	11277	4626	28611

Salary Ordinance 1998

July update

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	Start Date	Raise Date(s)
Huhn, Trisha	Page	5.15	\$1,339.00	10	R	6/30/98	
Lewis, Sharon	Clerk	\$7.84	\$1,881.60	10	R	8/17/93	Res. 6/18/98
Plant, Nathan	Clerk	6.00/6.25	\$2,840.00	10	R	1/20/98	12/16/98

Sharon Lewis, an evening clerk who has worked for us at Rensselaer for the past five years has resigned to spend more time at home. She is employed fulltime at Jasper County Hospital.

Nathan Plant, a 1998 Rensselaer H.S. graduate who will attend St. Joseph's College this fall has taken Sharon's clerk position. He has worked for us as a page since January.

Trisha Huhn has been hired to take Nathan's page position.

Mary S. Dugglesky

David K. Abel

Ben W. Vetter

James M. Stator

Barbara Lester

1998 Operating Budget

This year, our goal is to spend no more than \$94,431 per month. Figures below show what is actually spent each month and how close we are to meeting that goal.

		Total Spent	Planned	
	Spent	1998	Spending 1998	Over-Under Budget
January	\$89,864.28	\$89,864.28	\$94,431.00	(\$4,566.72)
February	\$77,977.46	\$167,841.74	\$188,862.00	(\$21,020.26)
March	\$93,089.90	\$260,931.64	\$283,293.00	(\$22,361.36)
April	\$98,627.25	\$359,558.89	\$377,724.00	(\$18,165.11)
May	\$94,070.10	\$453,628.99	\$472,155.00	(\$18,526.01)
June	\$105,418.24	\$559,047.23	\$566,586.00	(\$7,538.77)
July		\$559,047.23	\$661,017.00	(\$101,969.77)
August		\$559,047.23	\$755,448.00	(\$196,400.77)
September		\$559,047.23	\$849,879.00	(\$290,831.77)
October		\$559,047.23	\$944,310.00	(\$385,262.77)
November		\$559,047.23	\$1,038,741.00	(\$479,693.77)
December		\$559,047.23	\$1,133,172.00	(\$574,124.77)

OPERATING FUND RECEIPTS 1998

RECEI.	BUDGETE	JA	FB	MR	AP	MY	E	JL	AG	SPT	OC	NV	DC	Year To Date	Budget Percent
Property Tax	\$619,587					\$84,333	\$240,994							\$325,327	53%
Excise Tax	\$71,269						\$34,821							\$34,821	49%
Financ.Inst.Tax	\$1,480						\$701							\$701	47%
Fine/fee/cop/card	\$32,000	\$2,377	\$2,697	\$2,504	\$3,228	\$2,302	\$3,223							\$16,332	51%
Interest	\$18,000	\$2,311	\$236	\$3,583	\$421	\$663	\$2,366							\$9,580	53%
CAGIT-cert.share	\$349,420					\$174,710								\$174,710	50%
CAGIT-pr.tx repl	\$41,413					\$20,706								\$20,706	50%
Misc revenues		\$10	\$287	\$30	\$8	\$269	\$24							\$628	ERR
State Distribution														\$0	ERR
														\$0	ERR
Total	\$1,133,169	\$4,699	\$3,220	\$6,116	\$3,658	\$282,983	\$282,129	\$0	\$0	\$0	\$0	\$0	\$0	\$582,804	51%

OPERATING FUND RECEIPTS 1997

RECEIPT	BUDGETE	JA	FB	MR	AP	MY	JE	JL	AG	SPT	OC	NV	DC	Year-To Date	Budget Percent
Property Tax	\$604,271					\$215,730	\$100,760						\$289,551	\$606,040	100%
Excise Tax	\$71,754						\$29,169						\$42,834	\$72,003	100%
Financ.Inst.Tax	\$1,476						\$738						\$738	\$1,476	100%
Fine/fee/cop/card	\$33,600	\$2,779	\$2,706	\$3,016	\$3,527	\$2,724	\$2,548	\$2,385	\$2,250	\$2,466	\$2,618	\$2,257	\$2,795	\$32,070	95%
Interest	\$20,000	\$979	\$1,354	\$204	\$234	\$124	\$8,138	\$815	\$1,068	\$2,419	\$208	\$348	\$6,538	\$22,429	112%
CAGIT-cert.share	\$308,828					\$154,414						\$154,414		\$308,828	100%
CAGIT-pr.tx repl	\$37,369					\$18,685						\$18,685		\$37,370	100%
Misc revenues	\$0	\$19	\$867		\$96	\$3	\$98				\$14	\$59	\$24	\$1,180	ERR
State Distribution	\$2,743								\$2,744					\$2,744	100%
Total	\$1,080,041	\$3,778	\$4,927	\$3,220	\$3,857	\$391,680	\$141,450	\$3,200	\$6,061	\$4,884	\$2,840	\$175,763	\$342,480	\$1,084,140	100%

ANNUAL RECEIPTS

	1990	1991	1992	1993	1994	1995	1996	1997
Property Tax	\$346,230	\$358,679	\$384,121	\$382,499	\$429,647	\$551,535	\$548,851	\$606,040
Excise Tax	\$39,798	\$41,438	\$43,892	\$44,873	\$47,547	\$67,384	\$61,521	\$72,003
Financ.Inst.Tax	\$2,724	\$4,415	\$1,313	\$1,544	\$1,595	\$1,610	\$1,702	\$1,476
Fine/fee/cop/card	\$20,650	\$21,981	\$19,494	\$19,009	\$25,872	\$30,433	\$32,686	\$32,070
Interest	\$19,699	\$11,289	\$10,135	\$9,246	\$9,999	\$18,569	\$18,339	\$22,429
CAGIT-cert.share	\$118,845	\$179,920	\$165,948	\$316,504	\$316,103	\$281,217	\$317,922	\$308,828
CAGIT-pr.tx repl	\$11,774	\$15,166	\$15,820	\$33,234	\$27,945	\$27,005	\$35,828	\$37,370
Misc revenues	\$771	\$743	\$8,109	\$2,928	\$4,007	\$13,680	\$3,865	\$1,180
State Distribution	\$2,797	\$2,857	\$2,767	\$2,784	\$2,805	\$1,665	\$2,159	\$2,744
Total	\$563,288	\$636,488	\$651,599	\$812,621	\$865,520	\$993,098	\$1,022,873	\$1,084,140

MEMORANDUM

Public Records Policy Public Purchase Policy Circulation Policy

Summary: The Policy Committee recommends no change in the **Public Records** policy (p. 99 in your Board handbook). The **Circulation Policy** (see p. R 13) needs certain changes in fines and fees to allow us to use a collection agency to retrieve long overdue materials. These involve the addition of a \$10.00 per borrower fee when we turn over an account to the collection agency, as well as an increase in the processing fee from \$3.00 to \$5.00. This fee is collected in addition to the retail cost of an item when material has been lost or damaged beyond repair. It will also be used, in place of overdue fees, when materials are returned after an account is turned over to the collection agency.

On page R 15 you will find a new **Public Purchase** policy as recommended by the Policy Committee.

Discussion: A new Public Purchases Law goes into effect July 1. It changes the thresholds at which a government agency must ask for quotes or advertise for bids before purchasing. Previously, if an item or a group of items was expected to cost between \$10,000 and \$25,000, we were required to ask three vendors for quotes. A purchase of more than \$25,000 required that we advertise for bids.

Now, we are required to invite quotes when a purchase is between \$25,000 and \$75,000. We are required to advertise for bids when a purchase will be more than \$75,000.

Small purchases are those below \$25,000. For these, we do not have to advertise for bids *IF we establish our own purchasing policy*. If we do not establish a policy (by the end of this summer), we will be required to advertise for bids for *any* purchase, however small.

R 12

The Public Purchase Law does not cover library materials (books, tapes, etc.). It does not cover expenditures for repairs or services. It covers purchases, rents, or lease of supplies and equipment.

Vote: To approve the Public Records Policy with no changes, the Circulation Policy with fee changes as noted and the new Public Purchase Policy as recommended by the Policy Committee.

Fines and fees, continued

Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)
Circulating CD-ROMs:	\$1.00 per day per item

Overdue materials referred to collection agency:	\$10.00 per borrower plus \$5.00 processing fee per item
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<u>Audiovisual Equipment Loans:</u>	\$2.00 per day; \$10.00 deposit refunded when material is returned undamaged
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<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
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<u>Lost or damaged CD ROMs:</u>	Original cost of item plus \$10.00
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<u>Lost or damaged CD ROM user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
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<u>Other lost or damaged materials:</u>	Original cost of the item plus a \$5.00 processing fee.
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In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$10.00	all hardback books, videos, CD's and audiocassettes
5.00	all nonfiction paperbacks
3.00	all fiction paperbacks
2.00	all magazines
1.00	all vertical file items, newspapers, college catalogs

Lost or damaged borrower's card: \$2.00

FAX fees:

Personal Faxes: \$3.00 for first page; 20 cents for each additional page.

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 20 cents for each additional page

Fax of library materials to patron's home or business: 30 cents per page

JCPL Public Purchase Policy

The Jasper County Public Library will endeavor to make the wisest possible use of public funds.

Purchases must be those items which best meet the needs of the library. Within that restriction, the library will purchase an item from the vendor offering the lowest price, timely delivery, and/or the best service.

The Library Director is the chief purchasing agent for the library and is empowered by the board to authorize any spending under \$15,000. The Director may authorize persons in the following positions to make limited purchases:

Business Manager/Administrative Assistant
Technical Services Librarian
Systems Administrator
Agency Librarians
Library Assistants
Library Specialists

All purchases are subject to the director's prior approval.

A purchasing agent may make a special purchase at an auction when this is the most economical means of purchasing a needed item.

In all purchases, the Library will follow the provisions of the Indiana Public Purchasing Law, IC 5-22, except where federal funds are used. Federal rules will dictate methods to be used for public purchases using federal funds.

Draft policy 7/98

JCPL FINANCIAL STATEMENT

June 1998

		<u>Beginning 1998 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund		\$393,470.00	\$282,128.94	\$582,904.81	\$105,367.09	\$560,208.57	\$416,166.24
Investments	\$179,000.00						
Public Library Access Card Fund		\$42.00	\$0.00	\$22.00	\$0.00	\$64.00	\$0.00
Gift Fund		\$4,544.76	\$65.00	\$3,996.81	\$336.17	\$1,523.68	\$7,017.89
DeMotte		\$439.18	\$60.00	\$265.00	\$306.70	\$517.45	\$186.73
Rensselaer		\$3,164.00	\$5.00	\$3,335.00	\$24.71	\$355.22	\$6,143.78
Wheatfield		\$941.58	\$0.00	\$396.81	\$4.76	\$651.01	\$687.38
Bond & Interest Redemption Fund		\$89,745.44	\$173,626.36	\$226,527.45	\$94,732.50	\$94,732.50	\$221,540.39
Investments	\$221,000.00						
Host/Hospitality Fund		\$0.00	\$102.75	\$3,318.60	\$2,814.29	\$3,410.54	(\$91.94)
Library Improvement Reserve Fund		\$29,752.43	\$128.95	\$757.63	\$0.00	\$0.00	\$30,510.06
Investments	\$0.00						
Library Cash Funds		\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund		\$82.55	\$0.00	\$0.00	\$0.00	\$0.00	\$82.55
Reciprocal Borrowing Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund		\$90.48	\$0.00	\$0.00	\$0.00	\$8.45	\$82.03
Indiana Technology Grant Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Technology Grant 1997		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund		\$638.83	\$0.00	\$17.92	\$0.00	\$656.75	\$0.00
Cash Change Fund		\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.							
State Tax Collected		\$1,520.85	\$0.00	\$0.00	\$159.08	\$64.42	\$1,456.43
County Tax Collected		\$435.40	\$0.00	\$0.00	\$46.79	(\$5.46)	\$440.86
#125 Plan					\$0.05	\$0.32	(\$0.32)
Employee Health Insur.		\$343.20	\$0.00	\$0.00	\$0.00	\$343.20	\$0.00
Employee P.E.R.F.		\$3,443.89	\$0.00	\$0.00	(\$1,156.13)	(\$231.38)	\$3,675.27
TOTAL ALL FUNDS.....		\$524,309.83	\$456,052.00	\$817,545.22	\$202,299.84	\$660,775.59	\$681,079.46

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Jun 98

1.	BANK ONE CHECKING	8808.33
2.	BANK ONE-CONSTRUCTION FUND SAV	.00
3.	BANK ONE-LIRF	30510.06
4.	PEOPLES STATE BANK	227372.10
5.	DEMOTTE STATE BANK	14188.97
6.	CASH ON HAND	200.00
7.		.00
8.		.00
9.	PINNACLE BANK CD #1030210	.00
10.	PINNACLE BANK CD #1030468	.00
11.	PINNACLE BANK CD #1030699	.00
12.	PINNACLE BANK CD #7121000758	200000.00
13.	PINNACLE BANK CD #7121000757	200000.00
14.		.00
15.		.00
TOTAL ALL BANK ACCOUNTS		681079.46

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 30 Jun 98

AL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
06 SEP 98	7121000758	PINNACLE BANK	92 DAY	200000.00	5.45	OP-179000;B	09 JUN 98	.00	
07 DEC 98	7121000757	PINNACLE BANK	181 DAY	200000.00	5.55	BIRF	09 JUN 98	.00	
		--TOTALS--		400000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 30 Jun 98

L DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
20 MAR 98	1030468	PINNACLE BANK	91 DAY	225000.00	5.69	OP-135500;B	19 DEC 97	3191.86	
29 JAN 98	1030210	PINNACLE	30 DAY	150000.00	5.58	OPER	12/30/97	687.95	
22 JUN 98	1030699	PINNACLE BANK	45 DAYS	275000.00	5.45	135000-OP;1	08 MAY 98	1847.77	
		--TOTALS--		650000.00				5727.58	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

30 Jun 98

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	43056.00	3588.00	21463.00	21593.00	49.8
1.12	SALARY OF ASSISTANTS	549551.33	40326.30	255173.35	294377.98	46.4
1.13	WAGES OF JANITORS	36144.89	2596.17	16153.76	19991.13	44.7
1.21	EMPLOYER'S SHARE-FICA	48172.94	3471.48	22091.25	26081.69	45.9
1.22	UNEMPLOYMENT COMPENSATION	3845.00	.00	1164.18	2680.82	30.3
1.23	EMPLOYER'S CONTRIB.- PERF	25401.00	.00	12446.58	12954.42	49.0
1.24	EMPLOYER'S CONTRIB.- INS.	16800.00	1633.90	6394.13	10405.87	38.1
1.31	OTHER PERSONAL SERVICES	1500.00	.00	.00	1500.00	.0
2.11	OFFICIAL RECORDS	1200.00	.00	443.01	756.99	36.9
2.12	STATIONERY AND PRINTING	700.00	.00	.00	700.00	.0
2.13	OTHER OFFICE SUPPLIES	5229.90	184.52	2796.26	2433.64	53.5
2.21	CLEANING & SANITATION SUPPLIES	3700.00	.00	1299.61	2400.39	35.1
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	.00	20.00	.0
2.23	OTHER OPERATING SUPPLIES	4000.00	3.18	2345.09	1654.91	58.6
2.31	BUILDING MATERIALS & SUPPLIES	1500.00	.00	254.30	1245.70	17.0
2.32	PAINT AND PAINTING SUPPLIES	300.00	.00	.00	300.00	.0
2.33	REPAIR PARTS	500.00	.00	43.95	456.05	8.8
2.41	LIBRARY SUPPLIES	5500.00	146.01	2702.85	2797.15	49.1
2.42	AUTOMATION SUPPLIES	4300.00	78.38	598.32	3701.68	13.9
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	2500.00	.00	487.50	2012.50	19.5
3.14	OTHER PROFESSIONAL SERVICES	9400.00	1910.00	2696.00	6704.00	28.7
3.21	TELEPHONE	12000.00	992.59	5995.10	6004.90	50.0
3.22	POSTAGE	6650.00	726.26	2815.05	3834.95	42.3
3.23	TRAVELING EXPENSE	5000.00	324.80	2855.43	2144.57	57.1
3.24	PROFESSIONAL MEETINGS	6707.89	335.84	5096.36	1611.53	76.0
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17600.00	960.85	5981.01	11618.99	34.0
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	73.41	183.57	816.43	18.4
3.32	OTHER PRINTING	200.00	.00	.00	200.00	.0
3.41	OFFICIAL BONDS	310.00	.00	160.00	150.00	51.6
3.42	OTHER INSURANCE	18000.00	9928.00	9928.00	8072.00	55.2
3.51	GAS	27000.00	808.06	11023.05	15976.95	40.8
3.52	ELECTRICITY	51000.00	5870.79	19727.30	31272.70	38.7
3.53	WATER	1000.00	50.15	457.70	542.30	45.8
3.54	WASTE DISPOSAL SERVICES	2500.00	168.77	1096.72	1403.28	43.9
3.61	BUILDING & STRUCTURES	35000.00	475.50	7349.57	27650.43	21.0
3.62	EQUIPMENT	7000.00	86.00	3468.50	3531.50	49.6
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	163.70	61.30	72.8
3.91	DUES	2400.00	.00	950.00	1450.00	39.6
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	50000.00	.00	.00	50000.00	.0
3.95	SERVICE CONTRACTS	10000.00	547.16	4497.14	5502.86	45.0
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	28000.00	803.00	3055.00	24945.00	10.9
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	37315.00	1855.59	15824.38	21490.62	42.4
4.51	BOOKS	145000.00	23215.93	73429.79	71570.21	50.6
4.52	PERIODICALS & NEWSPAPERS	38000.00	678.44	16956.68	21043.32	44.6
4.53	NONPRINTED MATERIALS	36000.00	3518.06	20641.38	15358.62	57.3
	-TOTAL-	1301398.95	105367.09	560208.57	741190.38	43.0

CHANGES TO APPROPRIATION REPORT
DATE 30 Jun 98

Fund/Account No	Date	Amount	Explanation
100-1.12	05 Jan 98	21469.33	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	05 Jan 98	1420.60	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	29 Jan 98	-232.71	UNUSED 1997 ENCUMBRANCE
100-1.21	05 Jan 98	1806.94	1997 ENCUMBRANCES/BD RESOLUTION
100-2.13	25 Mar 98	29.90	OVERPAYMENT-REFUND RECEIVED
100-3.24	28 May 98	174.18	CANCELLED RESERVATION OVGTSL
100-3.24	28 May 98	10.00	INCOLSA BOARD MTG. REFUND
100-3.24	10 Jun 98	23.71	REIMBURSEMENT/MEETING EXPENSES
100-4.4	05 Jan 98	1315.00	1997 ENCUMBRANCES/BD RESOLUTION
180-4.4	18 May 98	17.92	INTEREST EARNED THRU 4/30/98
180-4.4	18 May 98	1.11	FINAL INTEREST EARNED 5/98

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Jun 98

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
transfer	00970	JASPER COUNTY PUBLIC LIBRARY	275000.00	22 JUN 98	CD #1030699 MATURED
EFT DEBIT	01016	INTERNAL REVENUE SERVICE CEN	5812.48	25 JUN 98	FED & FICA TAXES WITHHELD 25
IND EFT	00967	INDIANA DEPARTMENT OF REVENU	2103.16	10 JUN 98	STATE & COUNTY TAX WITHHELD- REF, #02885, VERIFICATION CO 6/10/98 @ 11:54 A.M.
DEBIT	00969	PEOPLES STATE BANK	22.50	15 JUN 98	DEPOSIT SLIPS-BANK DEBIT
FED EFT	00968	INTERNAL REVENUE SERVICE CEN	5631.31	10 JUN 98	FICA & FED TAX WITHHELD 10 J REF #32275051, TRANSFER 11 JU
007394	00934	MARLENE BEEDLE	514.03	10 JUN 98	PAYROLL
007395	00928	GLENDA BROWN	584.17	10 JUN 98	PAYROLL
007396	00931	RENEE CARR	481.51	10 JUN 98	PAYROLL
007397	00936	CAVINDER, RACHAEL D.	498.94	10 JUN 98	PAYROLL
007398	00930	LYNN DAUGHERTY	961.86	10 JUN 98	PAYROLL
007399	00961	JENNIFER L. EVERS	140.92	10 JUN 98	PAYROLL
007400	00923	CHARLOTTE FAGEN	398.80	10 JUN 98	PAYROLL
007401	00944	STEPHANIE D. FILSON	466.84	10 JUN 98	PAYROLL
007402	00959	KELLY M. GUDEMAN	86.05	10 JUN 98	PAYROLL
007403	00942	HEEKE, MICHELLE M.	904.68	10 JUN 98	PAYROLL
007404	00947	SANDRA L. HESTERMAN	322.47	10 JUN 98	PAYROLL
007405	00933	ROSE E. HOWARD	481.16	10 JUN 98	PAYROLL
007406	00935	GAIL M. JUNG	689.31	10 JUN 98	PAYROLL
007407	00955	AMBER J. KALUF	83.11	10 JUN 98	PAYROLL
007408	00951	ERIN C. KINGMAN	127.60	10 JUN 98	PAYROLL
007409	00929	DIANA KOORY	469.81	10 JUN 98	PAYROLL
007410	00926	JOAN KOPANDA	450.98	10 JUN 98	PAYROLL
007411	00927	KROS, DIANE	587.48	10 JUN 98	PAYROLL
007412	00937	SHARON K. LEWIS	124.11	10 JUN 98	PAYROLL
007413	00954	SHEILA MAXWELL	803.86	10 JUN 98	PAYROLL
007414	00949	KRISTINE L. MAYS	361.63	10 JUN 98	PAYROLL
007415	00943	DIANE M. OPOLSKI	360.44	10 JUN 98	PAYROLL
007416	00958	NATHAN A. PLANT	83.36	10 JUN 98	PAYROLL
007417	00945	JACKIE REAGAN	709.21	10 JUN 98	PAYROLL
007418	00941	LISA RUSHER	485.69	10 JUN 98	PAYROLL
007419	00924	SHARON SCHULENBERG	613.46	10 JUN 98	PAYROLL
007420	00956	BECKY J. SHIDE	115.44	10 JUN 98	PAYROLL
007421	00960	NANETTE T. SPEACHT	124.13	10 JUN 98	PAYROLL
007422	00939	JACK STANDISH	348.79	10 JUN 98	PAYROLL
007423	00952	PATRICIA STRINGFELLOW	481.06	10 JUN 98	PAYROLL
007424	00925	JILL TACHTIRIS	591.71	10 JUN 98	PAYROLL
007425	00953	LINDA THOMPSON	197.89	10 JUN 98	PAYROLL
007426	00957	VAN KLEY, APRIL L.	108.42	10 JUN 98	PAYROLL
007427	00948	VIRGINIA VIS	96.74	10 JUN 98	PAYROLL
007428	00950	VIRGINIA L. VIS	165.70	10 JUN 98	PAYROLL
007429	00946	SUSAN M. WAKELAND	72.54	10 JUN 98	PAYROLL
007430	00932	WHITED, AMBER	530.03	10 JUN 98	PAYROLL
007431	00940	MARGARET M. WOODS	490.40	10 JUN 98	PAYROLL
007432	00938	LEANNE YORK	946.45	10 JUN 98	PAYROLL
007433	00982	MARLENE BEEDLE	514.03	25 JUN 98	PAYROLL

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Jun 98

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
007434	00976	GLENDA BROWN	639.89	25 JUN 98	PAYROLL
007435	00979	RENEE CARR	380.89	25 JUN 98	PAYROLL
007436	00984	CAVINDER, RACHAEL D.	552.05	25 JUN 98	PAYROLL
007437	00978	LYNN DAUGHERTY	996.86	25 JUN 98	PAYROLL
007438	01009	JENNIFER L. EVERS	255.87	25 JUN 98	PAYROLL
007439	00971	CHARLOTTE FAGEN	398.80	25 JUN 98	PAYROLL
007440	00992	STEPHANIE D. FILSON	489.06	25 JUN 98	PAYROLL
007441	01007	KELLY M. GUDEMAN	102.91	25 JUN 98	PAYROLL
007442	00990	HEEKE, MICHELLE M.	904.68	25 JUN 98	PAYROLL
007443	00995	SANDRA L. HESTERMAN	279.29	25 JUN 98	PAYROLL
007444	00981	ROSE E. HOWARD	537.88	25 JUN 98	PAYROLL
007445	00983	GAIL M. JUNG	689.31	25 JUN 98	PAYROLL
007446	01003	AMBER J. KALUF	108.42	25 JUN 98	PAYROLL
007447	00999	ERIN C. KINGMAN	98.58	25 JUN 98	PAYROLL
007448	00977	DIANA KOBY	469.81	25 JUN 98	PAYROLL
007449	00974	JOAN KOPANDA	508.71	25 JUN 98	PAYROLL
007450	00975	KROS, DIANE	609.58	25 JUN 98	PAYROLL
007451	00985	SHARON K. LEWIS	82.75	25 JUN 98	PAYROLL
007452	01002	SHEILA MAXWELL	803.86	25 JUN 98	PAYROLL
007453	00997	KRISTINE L. MAYS	397.88	25 JUN 98	PAYROLL
007454	00991	DIANE M. OPOLSKI	423.19	25 JUN 98	PAYROLL
007455	01006	NATHAN A. PLANT	106.01	25 JUN 98	PAYROLL
007456	00993	JACKIE REAGAN	709.21	25 JUN 98	PAYROLL
007457	00989	LISA RUSHER	532.09	25 JUN 98	PAYROLL
007458	00972	SHARON SCHULENBERG	613.46	25 JUN 98	PAYROLL
007459	01004	BECKY J. SHIDE	65.96	25 JUN 98	PAYROLL
007460	01008	NANETTE T. SPEACHT	115.07	25 JUN 98	PAYROLL
007461	00987	JACK STANDISH	384.00	25 JUN 98	PAYROLL
007462	01000	PATRICIA STRINGFELLOW	448.82	25 JUN 98	PAYROLL
007463	00973	JILL TACHTIRIS	652.41	25 JUN 98	PAYROLL
007464	01001	LINDA THOMPSON	203.39	25 JUN 98	PAYROLL
007465	01005	VAN KLEY, APRIL L.	64.63	25 JUN 98	PAYROLL
007466	00996	VIRGINIA VIS	166.89	25 JUN 98	PAYROLL
007467	00998	VIRGINIA L. VIS	165.70	25 JUN 98	PAYROLL
007468	00994	SUSAN M. WAKELAND	112.80	25 JUN 98	PAYROLL
007469	00980	WHITED, AMBER	530.03	25 JUN 98	PAYROLL
007470	00988	MARGARET M. WOODS	522.80	25 JUN 98	PAYROLL
007471	00986	LEANNE YORK	946.45	25 JUN 98	PAYROLL
016819	00921	BLACK MAGAZINE AGENCY	-11758.98	04 JUN 98	COR.VOUCHER #00720-WRONG APP
016819	00922	BLACK MAGAZINE AGENCY	11758.98	04 JUN 98	ANNUAL MAGAZINE SUBSCRIPTION
016889	00834	ADAIR PERFORMANCE	725.00	08 JUN 98	SUMMER READING PROG.-6/23 & KEVIN ADAIR-MAGIC,JUGGLING-D
016890	00835	ALCO DISCOUNT STORE #290	26.98	08 JUN 98	SCRAPBOOK-DEMOTTE
016891	00836	ANCESTRY INCORPORATED	8.95	08 JUN 98	1864 MAP OF INDIANA- DEMOTTE
016892	00837	ANNE-MARIE EGAN	39.60	08 JUN 98	MILEAGE
016893	00838	ASSOCIATED LIBRARIES, INC.	1605.81	08 JUN 98	BOOKS
016894	00839	AVC CORPORATION	198.00	08 JUN 98	MAY & JUN '98 SERVICE CONTRA FINANCIAL COMPUTER

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016895	00840	BAKER & TAYLOR	7077.95	08 JUN 98	BOOKS
016896	00841	BETH SUTTON CUMMINS	50.00	08 JUN 98	SUMMER READING PROG.-JULY 1, TROPICAL BIRDS-RENSSELAER
016897	00842	BETHANY HOUSE PUBLISHERS	12.96	08 JUN 98	BOOKS
016898	00843	BETTER CONTAINERS MFG. CO. I	55.27	08 JUN 98	BOOK BAGS-DEMOTTE & WHEATFIE
016899	00844	BETTY A. HUFF (PAS-TIME BOO	625.31	08 JUN 98	BOOKS & VIDEO'S
016900	00845	BROOK-IROQUOIS TOWNSHIP PUBLIC	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016901	00846	CAIN CONSULTING GROUP	2047.89	08 JUN 98	5/9/98 BOARD WORKSHOP & EXPE
016902	00847	CHICAGO TRIBUNE	121.26	08 JUN 98	SUBSCRIPTION;5/17/98-5/15/99
016903	00848	CHIEF, CDS	25.00	08 JUN 98	1998 CATALOGING SERVICE BULL
016904	00849	CREATIVE LABS	62.40	08 JUN 98	AUDIO INTERFACE CABLES
016905	00850	CROSSWIND SERVICES, INC.	20.00	08 JUN 98	E-MAIL INTERNET ACCESS-JUNE
016906	00851	CROWN POINT COMMUNITY LIBRAR	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016907	00852	DARYL'S PASTRY SHOP	12.54	08 JUN 98	5/21/98 INCOLSA WORKSHOP SUP
016908	00853	DEMCO	10.86	08 JUN 98	FOLDING WIRE EASEL
016909	00854	DEMOTTE OFFICE SUPPLY	80.10	08 JUN 98	3 REAMS PAPER
016910	00855	DIANE KROS	34.20	08 JUN 98	MILEAGE
016911	00856	DISCLOSURE INCORPORATED	1841.00	08 JUN 98	COMPACT-D;SUBSCRIPTION 5/1/98-
016912	00857	ELKHART PUBLIC LIBRARY	6.50	08 JUN 98	INTERLIBRARY LOAN BOOK-LOST WIZARD IN SEATTLE
016913	00858	FARM EQUIPMENT GUIDE	38.20	08 JUN 98	BOOK
016914	00859	FASE-KALUF TV & APPLIANCE	9.99	08 JUN 98	IBM SERIAL CABLE
016915	00860	FRED PRYOR SEMINARS	99.00	08 JUN 98	7/9/98;HOW TO SUPERVISE PEOP J. REAGAN
016916	00861	GA FOODS GROUP	48.73	08 JUN 98	SUPPLIES;DAN CAIN WRKSH & I
016917	00862	GAIL JUNG	44.81	08 JUN 98	RENS. PETTY CASH-POSTAGE,BAT COMPUTER ADAPTER
016918	00863	GAIL JUNG	27.18	08 JUN 98	DEM. PETTY CASH-POSTAGE, LGHT VACUUM BELTS, MARKER & PAPER
016919	00864	GAIL JUNG	45.49	08 JUN 98	MILEAGE-BUDGET WRKSH. EXPEN
016920	00865	GALE RESEARCH INC.	331.27	08 JUN 98	BOOKS
016921	00866	GARY PUBLIC LIBRARY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016922	00867	HAMMOND PUBLIC LIBRARY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016923	00868	HERITAGE OFFICE PRODUCTS, IN	609.24	08 JUN 98	MITA 2355 COPIER SERV.CONTRA AVERY DOTS
016924	00869	HERB SCHWOMEYER	18.00	08 JUN 98	BOOK
016925	00870	HERBS FOR HEALTH	19.95	08 JUN 98	SUBSCRIPTION-1 YEAR:RENSSELA
016926	00871	H. W. WILSON COMPANY	504.00	08 JUN 98	CURRENT BIO.CD-ROM:5/98-4/99
016927	00872	INDIANA CHAMBER OF COMMERCE	90.00	08 JUN 98	BOOK
016928	00873	INFORMATION & RECORDS ASSOC.	58.12	08 JUN 98	TONER FOR MICROFILM MACHINE
016929	00874	INFORMATION PLUS	442.35	08 JUN 98	BOOKS
016930	00875	INGRAM	87.72	08 JUN 98	BOOKS
016931	00876	JOURNAL AND COURIER	156.00	08 JUN 98	USA TODAY SUBSCRPT. 6/11/98-
016932	00877	JUDEE SWEET	200.00	08 JUN 98	SUMMER READING PROGRAM-7/8/9 BUCKEYE PIONEER WOODSWOMAN

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016933	00878	LAKE COUNTY PUBLIC LIBRARY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016934	00879	LISA RUSHER	33.00	08 JUN 98	MILEAGE-CIRC. COUNTERPARTS V
016935	00880	LITTLE COUSIN JASPER COUNTRY	16.67	08 JUN 98	DISPLAY BOOTH LCJF 9/12/98
016936	00881	LOWELL PUBLIC LIBRARY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016937	00882	McGRAW-HILL, INC.	561.10	08 JUN 98	BOOKS
016938	00883	MIDWAY ELECTRONICS	353.44	08 JUN 98	PAGER & ANNUAL SERVICE FEE
016939	00884	MIDWEST TAPE	60.70	08 JUN 98	VIDEO'S
016940	00885	M W INSURANCE AGENCY	9928.00	08 JUN 98	WORKERS COMP. & COMMERCIAL P 4/16/98 - 4/16/99
016941	00886	NADSC	96.00	08 JUN 98	SUBSCRIPTION TO 9/99;DEM. &
016942	00887	NIPSCO	2166.98	08 JUN 98	DEMOTTE UTILITIES;4/16/98-5/
016943	00888	NORTHWESTERN INDIANA TELEPHO	142.68	08 JUN 98	JUNE '98 LOCAL TELEPHONE-DEM
016944	00889	PAULA RAMOS	350.00	08 JUN 98	SUMMER READING PROG. 6/16 & BOOK WOMAN-DEMOTTE & WHEATFI
016945	00890	PORTER CO. PUBLIC LIBRARY SY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016946	00891	POST TRIBUNE	156.00	08 JUN 98	SUBSCRIPTION TO 6/99-WHEATFI
016947	00892	POSTMASTER GENERAL	683.00	08 JUN 98	STAMPS: 1000-.32; 200-.10; 1
016948	00893	PRECISION CONTROL SYSTEMS, I	409.50	08 JUN 98	REPLACE ACTUATOR ON UNIT HEA HEAT SENSOR FOR FAN MOTOR-RE
016949	00894	PUBLISHING SALES CONSULTANTS	96.25	08 JUN 98	BOOKS
016950	00895	QUALITY BOOKS INC.	3706.90	08 JUN 98	BOOKS & VIDEO'S
016951	00896	REGENT BOOK CO., INC.	701.20	08 JUN 98	BOOKS
016952	00897	RENSSELAER REPUBLICAN	56.74	08 JUN 98	TECH. SERVICES LIBRARIAN AD.
016953	00898	SECURITY COURIERS CORP.	547.16	08 JUN 98	TRANSPORT SERVICE 5/8/98-5/2
016954	00899	SHEILA MAXWELL	196.58	08 JUN 98	MILEAGE & EXPENSES ILF,COUNTERPARTS,NOVELL MTG.
016955	00900	SIMON & SCHUSTER SCHOOL GROU	593.69	08 JUN 98	BOOKS
016956	00901	SOMERSET PUBLISHERS, INC.	525.00	08 JUN 98	BOOKS
016957	00902	SPRINT	178.70	08 JUN 98	MAY '98 LONG DISTANCE-REN,DE
016958	00903	STANDARD & POOR'S CORP.	3724.00	08 JUN 98	BOOKS
016959	00904	STARKE CO. PUBLIC LIBRARY SY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016960	00905	ELTON HUMMEL	390.00	08 JUN 98	SUMMER READING PROG.6/17 & 6 CINDERELLA-STEVENS PUPPETS;R
016961	00906	TEETERS CULLIGAN	9.95	08 JUN 98	JUNE '98 WATER COOLER RENTAL
016962	00907	TELECOMM INDUSTRIES	86.00	08 JUN 98	TELEPHONE HANDSETS & CORDS-R
016963	00908	THE TIMES - EASTLAKE	187.20	08 JUN 98	SUBSCRIPTION 6/98 - 6/99;WHE
016964	00909	THINK TANK INFORMATION SYSTE	1655.60	08 JUN 98	COMPUTER & ETHERLINK
016965	00910	TOWN OF DEMOTTE	43.12	08 JUN 98	SEWER SERVICE;APRIL '98-DEMO
016966	00911	TOWN OF WHEATFIELD SEWER WOR	41.05	08 JUN 98	SEWER SERVICE;JUN '98- WHEAT
016967	00912	TYSEN'S COUNTRY GROCERY, INC	46.18	08 JUN 98	DAN CAIN WORKSHOP EXPENSES 5 STAFF DEVELOPMENT WORKSHOP 4
016968	00913	TYSEN'S FAMILY FOOD CENTER	6.00	08 JUN 98	STAFF DEVELOPMENT WORKSHOP 4
016969	00914	UNIQUE BOOKS, INC.	4075.07	08 JUN 98	BOOKS & VIDEO'S
016970	00915	USA TODAY	119.00	08 JUN 98	SUBSCRIPTION 6/24/98-7/1/99;

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016971	00916	WALKER DISPLAY INC.	152.90	08 JUN 98	PICTURE HANGING HARDWARE
016972	00917	WALSTRA FINE CUT	66.00	08 JUN 98	LAWN MAINT. 4/20 & 4/27/98-D
016973	00918	WESTCHESTER PUBLIC LIBRARY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016974	00919	WHITING PUBLIC LIBRARY	88.00	08 JUN 98	5/9/98 DAN CAIN WORKSHOP REF EXCESS FEE CHARGED
016975	00920	WIRED	19.98	08 JUN 98	SUBSCRIPTION TO 3/99;RENS
016976	00962	INDIANA DEFERRED COMPENSATIO	806.56	10 JUN 98	WITHHELD FROM PAYROLL 10 JUN DAUGHERTY,KOORY,KOPANDA,SCHUL FAGEN
016977	01017	ANTHEM BLUE CROSS AND BLUE S	-2765.77	30 JUN 98	CORRECT VOUCHER #00963
016977	01018	ANTHEM BLUE CROSS AND BLUE S	2765.77	30 JUN 98	GROUP POLICY JUN '98 PREMIUM
016977	00963	ANTHEM BLUE CROSS AND BLUE S	2765.77	10 JUN 98	GROUP POLICY-MAY '98 PREMIUM
016978	00964	SPRINT	1291.49	08 JUN 98	RENS.TELEPHONE-JUNE 1998 & D
016979	00965	JASPER COUNTY PUBLIC LIBRARY	200000.00	09 JUN 98	PURCHASE 91 DAY CD
016980	00966	JASPER COUNTY PUBLIC LIBRARY	200000.00	09 JUN 98	PURCHASE 182 DAY CD
016981	01010	INDIANA DEFERRED COMPENSATIO	901.56	25 JUN 98	WITHHELD FROM PAYROLL 25 JUN DAUGHERTY,KOORY,KOPANDA,SCHUL FAGEN,FILSON,STRINGFELLOW,WO
016982	01011	BANK ONE	94732.50	25 JUN 98	BOND PAYMENT INTEREST
016983	01012	CITY OF RENSSELAER	1605.81	25 JUN 98	UTILITIES MAY '98-RENSSELAER
016984	01013	ELTON HUMMEL	195.00	25 JUN 98	SUMMER READING PROGRAM-6/10/ STEVENS PUPPET;CINDERELLA-WH
016985	01014	NIPSCO	3040.81	25 JUN 98	UTILITIES 5/15/98 TO 6/18/98
016986	01015	SPRINT	167.12	25 JUN 98	JUN '98 TELEPHONE SERVICE-WH

--TOTAL AMOUNT OF CLAIMS-- 877299.84

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
June 30, 1998

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$2,501.81	\$12,248.88
DeMotte	\$738.64	\$4,684.64		
Rensselaer	\$1,208.69	\$5,187.65		
Wheatfield	\$554.48	\$2,376.59		
PHOTOCOPIES.....			\$650.65	\$3,693.23
DeMotte	\$193.05	\$1,372.50		
Rensselaer	\$376.80	\$1,811.53		
Wheatfield	\$80.80	\$509.20		
CARDS.....			\$71.00	\$479.00
DeMotte	\$25.00	\$135.00		
Rensselaer	\$28.00	\$266.00		
Wheatfield	\$18.00	\$78.00		
COMPUTER DISKS.....			\$0.00	\$10.50
INTEREST.....			\$2,366.35	\$9,580.36
TAXES.....			\$276,515.42	\$556,264.55
Property Tax	\$240,993.95	\$325,326.58		
Financial Institution Tax	\$700.86	\$700.86		
License Excise Tax	\$34,820.61	\$34,820.61		
Local Option/Certified Shares	\$0.00	\$174,710.00		
Local Option/Property Tax Repl.	\$0.00	\$20,706.50		
State Distribution	\$0.00	\$0.00		
REFUNDS.....			\$23.71	\$628.29
Program Fee	\$0.00	\$20.00		
Postage	\$0.00	\$0.00		
Utility-Telephones	\$0.00	\$3.05		
1997 Polk's Magazine Subscripti	\$0.00	\$283.96		
overpayment-Sch. Specialty	\$0.00	\$29.90		
AEC One Stop-returned cd	\$0.00	\$8.49		
Meeting reservations cancelled	\$0.00	\$259.18		
Reimbursement-INCOLSA Work	\$23.71	\$23.71		
TOTAL OPERATING FUND RECEIPTS.....			\$282,128.94	\$582,904.81
PLAC FUND.....			\$0.00	\$22.00
GIFT FUNDS.....			\$65.00	\$3,996.81
DeMotte	\$60.00	\$265.00		
Rensselaer	\$5.00	\$3,335.00		
Wheatfield	\$0.00	\$396.81		
BOND & INTEREST REDEMPTION FUND.....			\$173,626.36	\$226,527.45
Property Tax	\$151,344.55	\$204,244.53		
Financial Institution Tax	\$439.64	\$439.64		
License Excise Tax	\$21,842.17	\$21,842.17		
Close out-Construction Account	\$0.00	\$1.11		
HOST/HOSPITALITY FUND.....			\$102.75	\$3,318.60
LIBRARY IMPROVEMENT FUND.....			\$128.95	\$757.63
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$0.00
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$0.00
ATE TECHNOLOGY GRANT 1997.....			\$0.00	\$0.00
STRUCTION FUND.....			\$0.00	\$17.92
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$0.00
TOTAL RECEIPTS - ALL FUNDS.....			\$456,052.00	\$817,545.22

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 5 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 877299.84. Dated 13 JUL 98.

_____	_____
_____	_____
_____	_____
_____	_____

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016987	01019	4-COUNTY SUPPLY	25.90	13 JUL 98	2 WATER CLOSET REPAIR KITS
016988	01020	A.E. BOYCE CO., INC.	177.71	13 JUL 98	500-3 PART P.O.;#4301-#4800
016989	01021	ALL-PHASE ELECTRIC SUPPLY CO	399.58	13 JUL 98	OUTDOORS FIXTURE LENS & BALL
016990	01022	AMERICAN BUSINESS INFORMATIO	493.00	13 JUL 98	BOOK-INDIANA BUSINESS DIRECT
016991	01023	ASSOCIATED LIBRARIES, INC.	527.22	13 JUL 98	BOOKS
016992	01024	AVC CORPORATION	99.00	13 JUL 98	JULY FIN. COMPUTER SERV. CON
016993	01025	BARNES & NOBLE	225.58	13 JUL 98	BOOKS & CASSETTE'S
016994	01026	BAKER & TAYLOR	8627.41	13 JUL 98	BOOKS
016995	01027	BEN FRANKLIN	4.85	13 JUL 98	DEMOTTE STORY TIME-PAPER PLA
016996	01028	BEST BUY CO., INC.	1127.75	13 JUL 98	VIDEO'S,CD ROM'S,HEADSET'S,M FAX MACHINE,CD/RADIO,REWIND
016997	01029	BETHANY HOUSE PUBLISHERS	27.68	13 JUL 98	BOOKS
016998	01030	BIERMA HARDWARE, INC.	10.42	13 JUL 98	FLASHLIGHT & BATTERIES,PLUG-
016999	01031	BOY SCOUTS OF AMERICA	106.96	13 JUL 98	BOOKS
017000	01032	BRACKEMYRE PUBLISHING	49.50	13 JUL 98	BOOKS
017001	01033	BROWN'S GARDEN SHOPPE	770.00	13 JUL 98	LAWN CARE-APRIL(3) & MAY(4);
017002	01034	CHARLOTTE FAGEN	30.60	13 JUL 98	MILEAGE-BUDGET WRKSH,MANAGM
017003	01035	CHELSEA HOUSE PUBLISHERS	62.74	13 JUL 98	BOOKS
017004	01036	CHIEF, CDS	50.00	13 JUL 98	1998 USMARC CONCISE FORMAT
017005	01037	CHIVERS NORTH AMERICA	54.61	13 JUL 98	BOOKS
017006	01038	CROSSWIND SERVICES, INC.	20.00	13 JUL 98	INTERNET ACCESS-JULY '98
017007	01039	DAVID HARRIS	222.50	13 JUL 98	MANUALS FOR PEGASUS MAIL
017008	01040	DAVID C. HURST	350.00	13 JUL 98	BUDGET & FINANCIAL WORKSHOP;
017009	01041	DAVIDSON TITLES INC.	6244.10	13 JUL 98	BOOKS & AV MATERIALS
017010	01042	DEMCO	1708.52	13 JUL 98	VIDEO CASES,PAPERBACK RACKS-
017011	01043	DEMOTTE OFFICE SUPPLY	14.77	13 JUL 98	DEMOTTE-CHILDREN'S CRAFT SUP
017012	01044	IND. DEPT. OF FIRE & BUILDIN	765.00	13 JUL 98	CODE BOOKS
017013	01045	DIANA KOOT	64.20	13 JUL 98	MILEAGE-EBSCO WRKSH & MISC.
017014	01046	DIANE KROS	16.20	13 JUL 98	MILEAGE
017015	01047	FACTS ON FILE	173.34	13 JUL 98	BOOKS
017016	01048	FAGEN PHARMACY	13.53	13 JUL 98	DEMOTTE CHILDREN'S PROG. SUP
017017	01049	FASE'S WATER TREATMENT & FLO	87.50	13 JUL 98	REDOUT-DEMOTTE
017018	01050	FAS-TRACK COMPUTER PRODUCTS	1744.00	13 JUL 98	WORKS 4.0,WIN 95,OFFICE 97-L
017019	01051	FORTRES GRAND CORPORATION	305.00	13 JUL 98	FORTRESS UPGRADE PLAN
017020	01052	GAIL JUNG	19.64	13 JUL 98	WHEAT PETTY CASH;BATTERIES,P POSTAGE,GAS
017021	01053	GAIL JUNG	218.51	13 JUL 98	MILEAGE,VIDEOS,BUDGET WRKSH
017022	01054	GALE RESEARCH INC.	595.90	13 JUL 98	BOOKS
017023	01055	GLENDA BROWN	72.60	13 JUL 98	MILEAGE-INSPIRE & EBSCO WRKS
017024	01056	GLOBAL COMPUTER SUPPLIES	34.50	13 JUL 98	2 KEYBOARD SUPPORTS-RENS
017025	01057	GOODWIN FIRE EQUIPMENT	412.05	13 JUL 98	ANNUAL MTNCE/INSPECTION-FIRE
017026	01058	HAMSTRA BUILDERS, INC.	900.00	13 JUL 98	REPLACE RIDGE VENT & SHINGLE
017027	01059	HERITAGE OFFICE PRODUCTS, IN	223.25	13 JUL 98	DRUM,MARKERS,LABELS,RUB-BAND
017028	01060	HIGHSMITH CO. INC.	466.74	13 JUL 98	CONTACT PAPER
017029	01061	HP PRODUCTS CORP.	591.51	13 JUL 98	M-FOLDS,PAPER TOWEL,TRASH BA TOILET DEODERIZERS,TP
017030	01062	HOLIDAY INN EXPRESS	154.00	13 JUL 98	ONE NIGHT/2 ROOMS;7/27/98
017031	01063	INCOLSA	125.00	13 JUL 98	WHEELS-1998 INCREASE

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017032	01064	INDIANA DEPT.OF WORKFORCE DE	393.07	13 JUL 98	2nd QTR. UNEMPLOYMENT PAYMEN
017033	01065	INFORMATION ACCESS COMPANY	1108.00	13 JUL 98	HEALTH REF.SUBSCRPT.;7/1/98-
017034	01066	INGRAM	144.94	13 JUL 98	BOOKS
017035	01067	KANKAKEE VALLEY POST NEWS	86.00	13 JUL 98	ANNUAL SUBCRPT.-DEM & WHEAT
017036	01068	KIRBY RISK CORPORATION	8.45	13 JUL 98	ELECTRICAL SOCKET/OUTDOOR LI
017037	01069	KOLORTECH, INC.	521.08	13 JUL 98	OUTDOORS & FLUORESCENT BULBS
017038	01070	LISA RUSHER	7.02	13 JUL 98	AVC MTG EXPENSE-6/24/98
017039	01071	LYNN DAUGHERTY	331.99	13 JUL 98	MILEAGE,AIRLINE TCKT. WASH D TRI-STATE BUS & EXPENSES
017040	01072	M. LEE SMITH PUBLISHERS LLC	137.00	13 JUL 98	IND.EMPL.LAW LETTER-1 YR. SU
017041	01073	McGRAW-HILL, INC.	17.02	13 JUL 98	BOOKS
017042	01074	MEREDITH CORPORATION	5.98	13 JUL 98	BOOK
017043	01075	NATIONAL GEOGRAPHIC SOCIETY	13.90	13 JUL 98	BOOK
017044	01076	OOMS DISPOSAL SERVICE INC.	47.00	13 JUL 98	DISPOSAL SERVICE;7/1/98-9/30
017045	01077	PEGGY WOODS	17.40	13 JUL 98	MILEAGE- AV TRIP;MERRILLVILL
017046	01078	PHILIP N. HOWARD	20.00	13 JUL 98	CLEAN GUTTERS-WHEATFIELD
017047	01079	POST TRIBUNE	156.00	13 JUL 98	ANNUAL SUBCRPT.;7/9/98-7/9/9
017048	01080	PRECISION CONTROL SYSTEMS, I	960.50	13 JUL 98	AIR HANDLING UNITS,DUCT REPA
017049	01081	PUBLIC EMPLOYEES' RETIREMENT	9800.58	13 JUL 98	2nd QRTR PAYMENT 1998
017050	01082	PUBLISHING SALES CONSULTANTS	160.35	13 JUL 98	BOOKS
017051	01083	QUALITY BOOKS INC.	147.05	13 JUL 98	BOOKS
017052	01084	QUILL	718.92	13 JUL 98	CALC.RIBBON,FAX & PRINT CART DISKS,GLUE STCK,CONTCT.PAP,E PAPER,CNSTRC.PAP,TAPE,WASTEB
017053	01085	RAYBURN HEATING & COOLING	148.06	13 JUL 98	DEMOTTE BURST PIPE-REPAIR LE
017054	01086	REGENT BOOK CO., INC.	84.88	13 JUL 98	BOOKS
017055	01087	RELIABLE EXTERMINATORS, INC.	70.00	13 JUL 98	RENS. MAIN FLR. & MAINT.SHED
017056	01088	RENSSELAER REPUBLICAN	35.20	13 JUL 98	TECH SERV. LIBRARIAN AD KV POST;5/14/98
017057	01089	SANDRA GERSBACH	320.00	13 JUL 98	WASH WINDOWS & BLINDS-RENSSE
017058	01090	SECURITY COURIERS CORP.	976.00	13 JUL 98	TRANSPORT SERV.;5/29/98-7/3/
017059	01091	SELECTVIDEO	150.05	13 JUL 98	VIDEO'S
017060	01092	SIMPLEX TIME RECORDER CO.	361.43	13 JUL 98	REPLACE BATTERIES LIGHT TIME
017061	01093	SPRINT	1291.49	13 JUL 98	LOCAL SERVICE JULY '98-RENS
017062	01094	SPRINT	250.87	13 JUL 98	LONG DISTANCE SERVICE JUN '9
017063	01095	SPRINT-INDIANA	709.00	13 JUL 98	WATER DAMAGE REPAIRS;ROUTER-
017064	01096	SUNCOAST #3009	359.21	13 JUL 98	VIDEO'S
017065	01097	TEETERS CULLIGAN	49.55	13 JUL 98	JULY '98 WATER & COOLER RENT
017066	01098	THINK TANK INFORMATION SYSTE	1792.12	13 JUL 98	SERVER,ETHERLINK,SPEAKERS,MO REPAIRS FROM WATER DAMAGE-DE
017067	01099	TYSEN'S COUNTRY GROCERY, INC	87.22	13 JUL 98	BOWL CLNR,GLASS CLNR,TOILET AIR FRESHENERS,FURN. POLISH STORY TIME SUPPLIES-DEMOTTE
017068	01100	UNIVERSITY MICROFILMS INTERN	60.58	13 JUL 98	RENS. REP.1/1/98-4/30/98 MIC
017069	01101	UNIVENTURE	37.79	13 JUL 98	CD POUCHES
017070	01102	WALMART #1618	484.22	13 JUL 98	VIDEO'S & CD'S
017071	01103	WAL-MART STORES, INC.	9.18	13 JUL 98	SUMMER READING PRG. SUPPLIES
017072	01104	WALSTRA FINE CUT	132.00	13 JUL 98	LAWN CARE;5/4,5/11,5/18,5/26

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

07 Jul 98

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
-------------------	-----------------	------------------	--------------------	---------------	-------------

--TOTAL AMOUNT OF CLAIMS-- 50623.97

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 50623.97. Dated 13 JUL 98.

_____	_____
_____	_____
_____	_____
_____	_____

AUG.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, August 10, 1998, 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Approval of Food, Tobacco & Alcohol Usage, Video Cassette and CD-ROM/Online Database Use Policies (R 7- R 10)

General Business

- A. Approval to advertise budget (R 13-R 20, R 25-R 26) Action
- B. Set Budget hearing time (R 26) Action
- C. Wheatfield Focus Group Participants: suggestions Discussion
- D. NILBA dinner: intellectual freedom issues (R 24) Discussion

Director's Report (R 23 – R 26)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes July 13, 1998
Meeting of the Jasper County Public Library Board
Rensselaer Library
7:00 PM

Present: Don Abel, Mary Duggleby, Barbara Leestma, Jim Staton, Roger Walstra, Lynn Daugherty. Absent: Anne-Marie Egan, Mark Heinig

R. Walstra conducted the meeting until President B. Leestma arrived.

Agenda/Consent Agenda: The Agenda and Consent Agenda items including the June Minutes, Bills for payment, Financial Reports, Public Records, Public Purchase, and Circulation Policies, Salary Ordinance changes, and payment of NILBA dinner reservations with the 7/24/98 payroll, were approved on a motion by J. Staton. Second by M. Duggleby. Motion passed.

Public Libraries Magazine: The library shall purchase three copies to be shared among the board members. Subscriptions will be in the names of M. Duggleby, R. Walstra, and A-M Egan. Magazines, turned in at your area library, will be redistributed to other board members.

Employee Educational Assistance: As a word of caution, D. Abel suggested the library be selective in offering educational assistance to employees. A contract could imply that the employee was assured of a job for a specified number of years according to the terms of the agreement that would be detrimental in the event of a severed employer-employee relationship. J. Staton moved, seconded by D. Abel, authorizing L. Daugherty to work out the details, explicitly stating permission for Patty Stringfellow to take off Fridays with pay in order to attend classes in Indiana University's Friday Option MLS program. It is understood that Patty will obtain her MLS degree within a 2 year period of time. Motion passed.

Budget Workshop: Board attending the Dave Hurst workshop commented on the excellent presentation. CAGIT revenues will be greatly reduced (35% approx.) once the bond is retired in 7-8 years. The use of a Capital Projects Fund is very appealing because of its versatility and ability to replace lost revenues. The timing with other building projects within the county is important. It is reported that the KV School's project is not expected to add substantially to the property tax rate. Board members expressed interest in considering a Capital Projects Fund.

NILBA Dinner: Format for the program includes a six-minute hidden camera video from the Channel 6 Indianapolis news of reporters viewing the Internet at several libraries. Filtering, privacy, intellectual freedom issues will be discussed in a Round table fashion. Dinner reservations are needed by July 15, 1998. J. Staton and wife, M. Duggleby, R. Walstra, D. Abel, and L. Daugherty will be in attendance.

Wheatfield Consultant: S. Wiseman will be conducting the Wheatfield needs assessment on Sep. 21 and 22. Two focus groups need to be arranged for the 22nd. Input from the staff, board, and task force committee will be used to form groups. The relationship between the KV Schools and library will be examined in determining the future needs of the library. Getting feedback from the school may be relevant to our position.

Board Meeting Time: The board decided not to change the meeting time for lack of a better hour. M. Duggleby will take classes on Monday evenings during the fall semester, missing the September, November and possibly the December board meetings.

Director's Report: Summer Reading programs have had excellent results. Wheatfield has had the best turnout since 1991. Rensselaer exceeded last year's attendance even without classroom visits promoting the programs. DeMotte's attendance was exceeded last years also.

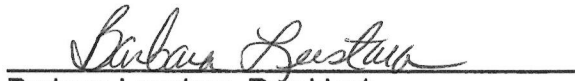
Circulation statistics are compared with the same month, previous year. Procedural decisions and computer software development for use with a collection agency have moved the start of the collection agency test later than planned.

DeMotte air conditioner repairs will range between \$8000-\$9300. At Rensselaer the second compressor was found tripped off. It is suspected power surges/outages caused this. The Rensselaer meeting room VAV sensor was moved to attain more accurate temperature control in that room.

Tech Services Librarian: Lynn interviewed several candidates at ALA convention. Two persons will be coming for interviews in August; one is the wife of a St. Joseph College employee who is completing her MLS degree next month.

With no further business, the meeting adjourned at 8:40 PM on a motion by J. Staton. Motion seconded by M. Duggleby.


Attest: Mary Duggleby, Secretary


Barbara Leestma, President

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	-11.9%	11.8%	1.0%
END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	41327	52616	25241
Total Titles Owned	37308	48318	24205
Daily Avg Circulation	352	395	151
XX			
MONTHLY SYSTEM STATISTICS	1997	1998	% change
Circulation	23443	23329	-0%
Jan. to date circulation	167850	167009	-1%

R4

CIRCULATION BY PATRON CODE

July 1998

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	803	9.3%	992	10.1%	508	13.5%	2303	10.4%
Adult Female (1)	4889	56.6%	5520	56.1%	2132	56.7%	12541	56.4%
Juvenile 0-11 (2)	1812	21.0%	1927	19.6%	541	14.4%	4280	19.2%
YA 12-17 (3)	378	4.4%	414	4.2%	155	4.1%	947	4.3%
Nonresident No Fee (4)	69	0.8%	239	2.4%	64	1.7%	372	1.7%
Board/Staff (5)	334	3.9%	410	4.2%	282	7.5%	1026	4.6%
School (6)	0	0.0%	22	0.2%	0	0.0%	22	0.1%
St. Joseph College (7)	0	0.0%	34	0.3%	0	0.0%	34	0.2%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	3	0.0%	18	0.2%	0	0.0%	21	0.1%
Corporate (10)	0	0.0%	74	0.8%	64	1.7%	138	0.6%
Reciprocal (11)	355	4.1%	196	2.0%	11	0.3%	562	2.5%
Total	8643		9846		3757		22246	
 Total items borrowed by nonresidents	 427	 4.9%	 509	 5.2%	 75	 2.0%	 1011	 4.5%

REGISTRATIONS

Borrowers--Start of month:	6934	7137	2842	16913
Borrowers--End of month:	6998	7201	2863	17062
 Non-resident, paying	 4	 9	 0	 13
PLAC card users	0	1	0	1
Reciprocal borrowers	222	109	13	344

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

July 1998

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	124	27	105	23	161	35	390	85
LOCAL HISTORY								
In person	4	1	37	10	0	0	41	12
Letters written	0	0	10	10	0	0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	8	1	53	4	5	0	66	6
VCR Use	1	0	1	0	0	0	2	0
Microforms	0	0	86	11	0	0	86	11
CD ROM software used	42	4	138	12	4	0	184	15
Public use of FAX service	15	3	19	3	12	2	46	8
Typewriter use	2	0	5	0	1	0	8	0
Other equipment used	0	0	0	0	0	0	0	0
Dial-in OPAC access							<u>13</u>	
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	0	0	0	0	1	1
Notarized documents	5	1	0	0	0	0	5	1
Meeting Room Use (number of groups)	22	7	20	7	4	1	46	15
Study room use	6	1	7	1	2	0	15	1
INTERLIBRARY LOANS								
Requests made for:	30	8	52	13	11	3	93	23
Items rec'd for:	21	11	43	22	3	2	67	34
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0
PROGRAMS								
Programs for all ages		0		0	1	6	1	6
Children's Programs (0-13)	1	6	2	12	3	18	6	36
Number attending	115		158		45		318	
YA Programs (14-17)		0		0		0	0	0
Number attending	16		4				20	
Adult Programs	2	12	3	18		0	5	30
Number attending	28		38		8		74	

R 6

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
Senior Citizen Programs	0		1		0		1	6
Number attending			5				5	
TOTAL NO. OF PROGRAMS	3	18	6	36	3	18	12	72
TOTAL PERSONS ATTENDING	159		205		53		417	
TOTAL STAFF HOURS SPENT	81		152		67			300
HOURS SPENT same month last yr.								

MEMORANDUM

CD-ROM/Online Database Use Policy Food, Tobacco and Alcohol Usage Policy Video Cassette Policy

Summary: The Policy Committee recommends no changes in the Food, Tobacco and Alcohol Usage Policy. They recommend that the Video Cassette Policy be changed to conform to changes made in the Circulation Policy in February, when nonfiction videos were changed from two day to one week loan.

They recommend minor changes in the former CD-ROM Workstation Use Policy to reflect the addition of the INSPIRE online databases (accessible through the Internet rather than from CD-ROMs).

Discussion: Changes to the CD-ROM/Online policy extend the amount of time one can spend on the workstation. It no longer seems necessary to limit use to 15 minutes.

Since, in most cases, it is not possible for patrons to try to load their own cd-roms on our workstations, the statement prohibiting this action is deleted.

Because it is possible, for those particularly computer-literate, to access the Internet through the workstations, a statement was added which forbids this action.

Vote: To accept the recommendations of the Policy Committee, making no changes in the Food, Tobacco and Alcohol Usage Policy, and changing the CD-ROM/Online Database Use and Video Cassette policies as noted.

FOOD, TOBACCO, DRUG AND ALCOHOL POLICY

Food and beverages are prohibited in all public areas of the library, excluding the meeting rooms. The use of tobacco products is not permitted in any part of the library buildings.

The unlawful manufacture, distribution, dispensing, possession or use of any controlled substances is prohibited on library property. Violations will be reported to local law enforcement authorities.

Use of alcoholic beverages is prohibited on all library property.

8/94; revised 8/95; 6/96; reviewed 8/97

CD-ROM Workstation Use Policy

Change to: CD-ROM/Online Database Use Policy

The CD-ROM workstations are available for use by all patrons, on a first-come, first-served basis.

Change to: The workstations for CD-ROM or online database searching are available for use by all patrons, on a first-come, first-served basis. They may not be used for general Internet surfing.

To allow all patrons an opportunity to use these computers, usage must be limited to 15 minutes if others are waiting. Change time limit to one half (1/2) hour.

Only the CD-ROM's specified at each workstation are available for use in the library. Delete this statement.

The first five printouts are free of charge. Additional pages cost 10 cents each.

Headphones are available for use. The volume of audio programs must be kept low enough that other patrons are not disturbed.

Computers are sensitive pieces of equipment and must be handled with care. No abuse of equipment or software will be tolerated. Loss or damage to the workstations, peripheral equipment or library software will be paid for by the user.

Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library and the specific rules for use of the computers.

VIDEO CASSETTE POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older.
3. Loan period for entertainment videos will be two days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction videos will be one week.
4. Entertainment videos may be borrowed for an extended loan period of 1 week with no renewals for educational purposes and for civic organizations. Civic organizations may obtain an extended loan only on videos which have been cleared for public performance.
5. Each person may borrow only two (2) video cassettes which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on video cassettes except in the following situations: A teacher or student wishing to use a video in an educational setting may reserve the video for a specific date. For student reserves, verification from a teacher may be required. Other group leaders wishing to use a video *which has been cleared for public performance* may also reserve a video for a specific date.

Adopted 5/94; reviewed 5/95; revised 5/96;6/97; 8/98



JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

August 10, 1998

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana that the following existing appropriation be reduced in the following amounts:

LIBRARY IMPROVEMENT RESERVE FUND

	Amount Originally Appropriated	Amount Reduced
4.1 Land	\$30,000	\$21,990

Mark A. H. Z. III
Gene Marie Egan
Reg. Wal
Mary S. Dugglesby

James M. Staton

CIRCULATION BY ITEM FINE CODE

July 1998

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	34	24	22	80
100 (1)	48	37	26	111
200 (2)	37	39	18	94
300 (3)	193	194	76	463
400 (4)	15	14	2	31
500 (5)	54	60	31	145
600 (6)	609	420	269	1298
700 (7)	260	208	72	540
800 (8)	42	42	12	96
900 (9)	167	123	55	345
B (10)	51	73	25	149
j000 (11)	9	21	4	34
j100 (12)	4	15	10	29
j200 (13)	6	6	2	14
j300 (14)	42	50	24	116
j400 (15)	16	10	5	31
j500 (16)	136	183	46	365
j600 (17)	133	142	38	313
j700 (18)	124	181	43	348
j800 (19)	24	59	0	83
j900 (20)	40	42	26	108
jB (21)	53	44	9	106
FIC (22)	1770	2000	604	4374
yaFIC (23)	71	83	41	195
LARGE PRINT (24)	64	81	50	195
jFIC (25)	412	405	128	945
jE (26)	966	1714	473	3153
jER (27)	441	418	161	1020
Magazines (28)	923	514	294	1731
Games/Toys (29)	0	7	0	7
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	146	214	96	456
jCassettes (33)	54	107	31	192
Compact Discs (34)	162	209	195	566
jCompact Discs (35)	1	0	6	7
Sound Recordings (36)	2	19	0	21
jSound Recordings (37)	3	16	0	19
CD ROM Software (38)	37	36	13	86
Vertical File (39)	89	168	11	268
Equipment (40)	0	0	0	0
yapFIC (41)	322	139	130	591
jpFIC (42)	455	233	52	740
Reference (43)	22	44	3	69
Genealogy (44)	0	0	0	0
jMagazines (45)	110	43	17	170
VHS (46)	498	1411	600	2509
Computer software (47)	0	0	0	0
Internet usage (49)	86	201	40	327
Free reads	418	212	153	783
Puzzles				0
Talking books		6		6
Assignment shelf books				0
TOTAL	9149	10267	3913	23329

REFERENCE TALLY SHEET

April 14 - April 19, 1997

Compared to April 20 & 21, May 13 & 14, June 19 & 20, 1998 (DeMotte: July 13-18, 1998)

A Reference Questions Completed

DeMotte:	1998: 94	1997: 239		A
Rensselaer:	1998: 214	1997: 289		
Wheatfield:	1998: 88	1997: 86	Total: 1998: 396	1997: 614

B Reference Questions Redirected

B1 Intralibrary loan			Subtotal: 1998: 40	1997: 22	
DeMotte:	1998: 11	1997: 6			
Rensselaer:	1998: 28	1997: 13			
Wheatfield:	1998: 1	1997: 3			
B2 Reserved			Subtotal: 1998: 52	1997: 101	
DeMotte:	1998: 10	1997: 60			
Rensselaer:	1998: 35	1997: 30			
Wheatfield:	1998: 7	1997: 11			
B3 Interlibrary loan			Subtotal: 1998: 11	1997: 9	
DeMotte:	1998: 5	1997: 8			
Rensselaer:	1998: 4	1997: 1			
Wheatfield:	1998: 2	1997: 0			
B4 Referred to other agency			Subtotal: 1998: 7	1997: 16	
DeMotte:	1998: 0	1997: 6			
Rensselaer:	1998: 2	1997: 6			
Wheatfield:	1998: 5	1997: 4	Total: 1998: 110	1997: 148	B

C Reference Transactions Not Completed

C1 Material owned, but not available			Subtotal: 1998: 10	1997: 12	
DeMotte:	1998: 1	1997: 5			
Rensselaer:	1998: 8	1997: 7			
Wheatfield:	1998: 1	1997: 0			
C2 Material not owned			Subtotal: 1998: 21	1997: 18	
DeMotte:	1998: 2	1997: 1			
Rensselaer:	1998: 12	1997: 12			
Wheatfield:	1998: 7	1997: 5			
C3 Staff time not available			Subtotal: 1998: 0	1997: 0	
DeMotte:	1998: 0	1997: 0			
Rensselaer:	1998: 0	1997: 0			
Wheatfield:	1998: 0	1997: 0			
C4 Other(e.g. Patron's time constraints)			Subtotal: 1998: 0)	1997: 4	C
			Total: (1998: 31)	1997: 34	

D Directional Questions

DeMotte:	1998: 65	1997: 168		D
Rensselaer:	1998: 302	1997: 267		
Wheatfield:	1998: 154	1997: 180	Total: 1998: 521	1997: 615

JCPL FINANCIAL STATEMENT

July 31, 1998

		<u>Beginning 1998 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund		\$393,470.00	\$8,337.19	\$591,242.00	\$107,382.01	\$667,590.58	\$317,121.42
Investments	\$179,000.00						
Public Library Access Card Fund		\$42.00	\$0.00	\$22.00	\$0.00	\$64.00	\$0.00
Gift Fund		\$4,544.76	\$104.99	\$4,101.80	\$206.63	\$1,730.31	\$6,916.25
DeMotte		\$439.18	\$15.00	\$280.00	\$0.00	\$517.45	\$201.73
Rensselaer		\$3,164.00	\$89.99	\$3,424.99	\$206.63	\$561.85	\$6,027.14
Wheatfield		\$941.58	\$0.00	\$396.81	\$0.00	\$651.01	\$687.38
Bond & Interest Redemption Fund		\$89,745.44	\$0.00	\$226,527.45	\$0.00	\$94,732.50	\$221,540.39
Investments	\$221,000.00						
Host/Hospitality Fund		\$0.00	\$1,254.00	\$4,572.60	\$1,002.45	\$4,412.99	\$159.61
Library Improvement Reserve Fund		\$29,752.43	\$125.45	\$883.08	\$0.00	\$0.00	\$30,635.51
Investments	\$0.00						
y Cash Funds		\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund		\$82.55	\$0.00	\$0.00	\$0.00	\$0.00	\$82.55
Reciprocal Borrowing Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund		\$90.48	\$0.00	\$0.00	\$0.00	\$8.45	\$82.03
Indiana Technology Grant Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Technology Grant 1997		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund		\$638.83	\$0.00	\$17.92	\$0.00	\$656.75	\$0.00
Cash Change Fund		\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.							
State Tax Collected		\$1,520.85	\$0.00	\$0.00	(\$46.12)	\$18.30	\$1,502.55
County Tax Collected		\$435.40	\$0.00	\$0.00	(\$7.59)	(\$13.05)	\$448.45
#125 Plan					\$0.08	\$0.40	(\$0.40)
Employee Health Insur.		\$343.20	\$0.00	\$0.00	\$0.00	\$343.20	\$0.00
Employee P.E.R.F.		\$3,443.89	\$0.00	\$0.00	\$2,503.64	\$2,272.26	\$1,171.63
TAL ALL FUNDS.....		\$524,309.83	\$9,821.63	\$827,366.85	\$111,041.10	\$771,816.69	\$579,859.99

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 Jul 98

1.	BANK ONE CHECKING	.00
2.	BANK ONE-CONSTRUCTION FUND SAV	.00
3.	BANK ONE-LIRF	30635.51
4.	PEOPLES STATE BANK	132885.53
5.	DEMOTTE STATE BANK	16138.95
6.	CASH ON HAND	200.00
7.		.00
8.		.00
9.	PINNACLE BANK CD #1030210	.00
10.	PINNACLE BANK CD #1030468	.00
11.	PINNACLE BANK CD #1030699	.00
12.	PINNACLE BANK CD #7121000758	200000.00
13.	PINNACLE BANK CD #7121000757	200000.00
14.		.00
15.		.00
TOTAL ALL BANK ACCOUNTS		579859.99

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 31 Jul 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
09 SEP 98	7121000758	PINNACLE BANK	92 DAY	200000.00	5.45	OP-179000;B	09 JUN 98	.00	
07 DEC 98	7121000757	PINNACLE BANK	181 DAY	200000.00	5.55	BIRF	09 JUN 98	.00	
		--TOTALS--		400000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 31 Jul 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
20 MAR 98	1030468	PINNACLE BANK	91 DAY	225000.00	5.69	OP-135500;B	19 DEC 97	3191.86	
29 JAN 98	1030210	PINNACLE	30 DAY	150000.00	5.58	OPER	12/30/97	687.95	
22 JUN 98	1030699	PINNACLE BANK	45 DAYS	275000.00	5.45	135000-OP;1	08 MAY 98	1847.77	
		--TOTALS--		650000.00				5727.58	

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 31 Jul 98

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	43056.00	3588.00	25051.00	18005.00	58.2
1.12	SALARY OF ASSISTANTS	549551.33	41541.83	296715.18	252836.15	54.0
1.13	WAGES OF JANITORS	36144.89	2866.11	19019.87	17125.02	52.6
1.21	EMPLOYER'S SHARE-FICA	48172.94	3585.16	25676.41	22496.53	53.3
1.22	UNEMPLOYMENT COMPENSATION	3845.00	393.07	1557.25	2287.75	40.5
1.23	EMPLOYER'S CONTRIB.- PERF	25401.00	6125.31	18571.89	6829.11	73.1
1.24	EMPLOYER'S CONTRIB.- INS.	16800.00	1712.95	8107.08	8692.92	48.3
1.31	OTHER PERSONAL SERVICES	1500.00	320.00	320.00	1180.00	21.3
2.11	OFFICIAL RECORDS	1200.00	177.71	620.72	579.28	51.7
2.12	STATIONERY AND PRINTING	700.00	.00	.00	700.00	.0
2.13	OTHER OFFICE SUPPLIES	5229.90	768.79	3565.05	1664.85	68.2
2.21	CLEANING & SANITATION SUPPLIES	3700.00	589.05	1888.66	1811.34	51.0
2.22	FUEL, OIL & LUBRICANTS	20.00	1.12	1.12	18.88	5.6
2.23	OTHER OPERATING SUPPLIES	4000.00	1014.76	3359.85	640.15	84.0
2.31	BUILDING MATERIALS & SUPPLIES	1500.00	87.50	341.80	1158.20	22.8
2.32	PAINT AND PAINTING SUPPLIES	300.00	.00	.00	300.00	.0
2.33	REPAIR PARTS	500.00	34.35	78.30	421.70	15.7
2.41	LIBRARY SUPPLIES	5500.00	152.03	2854.88	2645.12	51.9
2.42	AUTOMATION SUPPLIES	4300.00	.00	598.32	3701.68	13.9
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	2500.00	.00	487.50	2012.50	19.5
3.14	OTHER PROFESSIONAL SERVICES	9400.00	.00	2696.00	6704.00	28.7
3.21	TELEPHONE	12000.00	1072.74	7067.84	4932.16	58.9
3.22	POSTAGE	6650.00	130.74	2945.79	3704.21	44.3
3.23	TRAVELING EXPENSE	5000.00	581.20	3436.63	1563.37	68.7
3.24	PROFESSIONAL MEETINGS	6707.89	542.33	5638.69	1069.20	84.1
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17600.00	807.40	6788.41	10811.59	38.6
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	35.20	218.77	781.23	21.9
3.32	OTHER PRINTING	200.00	.00	.00	200.00	.0
3.41	OFFICIAL BONDS	310.00	.00	160.00	150.00	51.6
3.42	OTHER INSURANCE	18000.00	2666.00	12594.00	5406.00	70.0
3.51	GAS	27000.00	42.89	11065.94	15934.06	41.0
3.52	ELECTRICITY	51000.00	4198.70	23926.00	27074.00	46.9
3.53	WATER	1000.00	89.75	547.45	452.55	54.7
3.54	WASTE DISPOSAL SERVICES	2500.00	214.12	1310.84	1189.16	52.4
3.61	BUILDING & STRUCTURES	35000.00	3361.99	10711.56	24288.44	30.6
3.62	EQUIPMENT	8851.24	2818.79	6287.29	2563.95	71.0
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	173.65	51.35	77.2
3.91	DUES	2400.00	.00	950.00	1450.00	39.6
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	50000.00	.00	.00	50000.00	.0
3.95	SERVICE CONTRACTS	10000.00	976.00	5473.14	4526.86	54.7
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	28000.00	99.00	3154.00	24846.00	11.3
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	37315.00	3624.84	19449.22	17865.78	52.1
4.51	BOOKS	145043.78	19004.09	92433.88	52609.90	63.7
4.52	PERIODICALS & NEWSPAPERS	38000.00	336.83	17293.51	20706.49	45.5
4.53	NONPRINTED MATERIALS	36000.00	3811.71	24453.09	11546.91	67.9
	-TOTAL-	1303293.97	107382.01	667590.58	635703.39	51.2

CHANGES TO APPROPRIATION REPORT
DATE 31 Jul 98

Ind/Account No	Date	Amount	Explanation
100-1.12	05 Jan 98	21469.33	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	05 Jan 98	1420.60	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	29 Jan 98	-232.71	UNUSED 1997 ENCUMBRANCE
100-1.21	05 Jan 98	1806.94	1997 ENCUMBRANCES/BD RESOLUTION
100-2.13	25 Mar 98	29.90	OVERPAYMENT-REFUND RECEIVED
100-3.24	28 May 98	174.18	CANCELLED RESERVATION OVGTSL
100-3.24	28 May 98	10.00	INCOLSA BOARD MTG. REFUND
100-3.24	10 Jun 98	23.71	REIMBURSEMENT/MEETING EXPENSES
100-3.62	28 Jul 98	1851.24	UTICA INS. CLAIM-DAMAGES 6/3/98
100-4.4	05 Jan 98	1315.00	1997 ENCUMBRANCES/BD RESOLUTION
100-4.51	20 Jul 98	15.64	REIMBURSED FOR PRODUCT USE
100-4.51	20 Jul 98	6.25	REIMBURSED FOR PRODUCT USE
100-4.51	28 Jul 98	21.89	EMPLOYEE PURCHASE-L.DAUGHERTY
100-4.53	20 Jul 98	21.89	REIMBURSED FOR PRODUCT USE
100-4.53	20 Jul 98	-21.89	PRIOR ENTRY ERROR-7/20/98
180-4.4	18 May 98	17.92	INTEREST EARNED THRU 4/30/98
180-4.4	18 May 98	1.11	FINAL INTEREST EARNED 5/98

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jul 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
DEBIT	01155	PEOPLES STATE BANK	20.50	25 JUL 98	DEPOSIT SLIPS-BANK DEBIT
EFT DEBIT	01207	INTERNAL REVENUE SERVICE CEN	5830.14	24 JUL 98	FICA & FED TAX WITHHELD 24 J REF #36226550, TRANSFER 27 J
IND.EFT	01152	INDIANA DEPARTMENT OF REVENUE	1897.29	25 JUL 98	STATE & COUNTY TAX WITHHELD VERIF.#42,REF #01145,7/10/98
DEBIT	01154	PEOPLES STATE BANK	-22.50	25 JUL 98	VOID A/P #00969-ENTERED WRON
FED EFT	01153	INTERNAL REVENUE SERVICE CEN	5998.84	25 JUL 98	FED & FICA TAX WITHHELD 25 J REF #34906549,TRANSFER 7/13/
007472	01116	MARLENE BEEDLE	461.76	10 JUL 98	PAYROLL
007473	01110	GLENDA BROWN	639.89	10 JUL 98	PAYROLL
007474	01113	RENEE CARR	404.36	10 JUL 98	PAYROLL
007475	01118	CAVINDER, RACHAEL D.	540.23	10 JUL 98	PAYROLL
007476	01112	LYNN DAUGHERTY	996.86	10 JUL 98	PAYROLL
007477	01143	JENNIFER L. EVERS	285.98	10 JUL 98	PAYROLL
007478	01105	CHARLOTTE FAGEN	398.80	10 JUL 98	PAYROLL
007479	01126	STEPHANIE D. FILSON	536.90	10 JUL 98	PAYROLL
007480	01141	KELLY M. GUDEMAN	136.72	10 JUL 98	PAYROLL
007481	01124	HEEKE, MICHELLE M.	907.68	10 JUL 98	PAYROLL
007482	01129	SANDRA L. HESTERMAN	389.94	10 JUL 98	PAYROLL
007483	01115	ROSE E. HOWARD	566.24	10 JUL 98	PAYROLL
007484	01144	TRISHA K. HUHNN	12.64	10 JUL 98	PAYROLL
007485	01117	GAIL M. JUNG	689.31	10 JUL 98	PAYROLL
007486	01137	AMBER J. KALUF	100.75	10 JUL 98	PAYROLL
007487	01133	ERIN C. KINGMAN	219.76	10 JUL 98	PAYROLL
007488	01111	DIANA KOBY	469.81	10 JUL 98	PAYROLL
007489	01108	JOAN KOPANDA	501.91	10 JUL 98	PAYROLL
007490	01109	KROS, DIANE	609.59	10 JUL 98	PAYROLL
007491	01119	SHARON K. LEWIS	41.37	10 JUL 98	PAYROLL
007492	01136	SHEILA MAXWELL	803.86	10 JUL 98	PAYROLL
007493	01131	KRISTINE L. MAYS	392.69	10 JUL 98	PAYROLL
007494	01125	DIANE M. OPOLSKI	423.19	10 JUL 98	PAYROLL
007495	01140	NATHAN A. PLANT	14.27	10 JUL 98	PAYROLL
007496	01127	JACKIE REAGAN	709.21	10 JUL 98	PAYROLL
007497	01123	LISA RUSHER	532.09	10 JUL 98	PAYROLL
007498	01106	SHARON SCHULENBERG	589.28	10 JUL 98	PAYROLL
007499	01138	BECKY J. SHIDE	82.45	10 JUL 98	PAYROLL
007500	01142	NANETTE T. SPEACHT	106.01	10 JUL 98	PAYROLL
007501	01121	JACK STANDISH	422.73	10 JUL 98	PAYROLL
007502	01134	PATRICIA STRINGFELLOW	541.60	10 JUL 98	PAYROLL
007503	01107	JILL TACHTIRIS	648.84	10 JUL 98	PAYROLL
007504	01135	LINDA THOMPSON	203.39	10 JUL 98	PAYROLL
007505	01139	VAN KLEY, APRIL L.	144.81	10 JUL 98	PAYROLL
007506	01130	VIRGINIA VIS	125.77	10 JUL 98	PAYROLL
007507	01132	VIRGINIA L. VIS	230.95	10 JUL 98	PAYROLL
007508	01128	SUSAN M. WAKELAND	132.85	10 JUL 98	PAYROLL
007509	01114	WHITED, AMBER	530.03	10 JUL 98	PAYROLL
007510	01122	MARGARET M. WOODS	522.80	10 JUL 98	PAYROLL
007511	01120	LEANNE YORK	946.45	10 JUL 98	PAYROLL

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jul 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
007512	01169	MARLENE BEEDLE	517.29	24 JUL 98	PAYROLL
007513	01163	GLENDA BROWN	639.89	24 JUL 98	PAYROLL
007514	01166	RENEE CARR	347.35	24 JUL 98	PAYROLL
007515	01171	CAVINDER, RACHAEL D.	537.29	24 JUL 98	PAYROLL
007516	01165	LYNN DAUGHERTY	996.86	24 JUL 98	PAYROLL
007517	01195	JENNIFER L. EVERS	250.87	24 JUL 98	PAYROLL
007518	01158	CHARLOTTE FAGEN	398.80	24 JUL 98	PAYROLL
007519	01178	STEPHANIE D. FILSON	487.62	24 JUL 98	PAYROLL
007520	01193	KELLY M. GUDEMAN	99.16	24 JUL 98	PAYROLL
007521	01176	HEEKE, MICHELLE M.	907.68	24 JUL 98	PAYROLL
007522	01181	SANDRA L. HESTERMAN	381.86	24 JUL 98	PAYROLL
007523	01168	ROSE E. HOWARD	481.16	24 JUL 98	PAYROLL
007524	01196	TRISHA K. HUHN	80.59	24 JUL 98	PAYROLL
007525	01170	GAIL M. JUNG	689.31	24 JUL 98	PAYROLL
007526	01189	AMBER J. KALUF	64.63	24 JUL 98	PAYROLL
007527	01185	ERIN C. KINGMAN	117.94	24 JUL 98	PAYROLL
007528	01164	DIANA KOODY	469.81	24 JUL 98	PAYROLL
007529	01161	JOAN KOPANDA	447.58	24 JUL 98	PAYROLL
007530	01162	KROS, DIANE	639.10	24 JUL 98	PAYROLL
007531	01188	SHEILA MAXWELL	803.86	24 JUL 98	PAYROLL
007532	01183	KRISTINE L. MAYS	397.88	24 JUL 98	PAYROLL
007533	01177	DIANE M. OPOLSKI	425.90	24 JUL 98	PAYROLL
007534	01192	NATHAN A. PLANT	128.48	24 JUL 98	PAYROLL
007535	01179	JACKIE REAGAN	709.21	24 JUL 98	PAYROLL
007536	01175	LISA RUSHER	532.09	24 JUL 98	PAYROLL
007537	01159	SHARON SCHULENBERG	589.28	24 JUL 98	PAYROLL
007538	01190	BECKY J. SHIDE	115.44	24 JUL 98	PAYROLL
007539	01194	NANETTE T. SPEACHT	106.01	24 JUL 98	PAYROLL
007540	01173	JACK STANDISH	401.61	24 JUL 98	PAYROLL
007541	01186	PATRICIA STRINGFELLOW	448.82	24 JUL 98	PAYROLL
007542	01160	JILL TACHTIRIS	638.11	24 JUL 98	PAYROLL
007543	01187	LINDA THOMPSON	286.54	24 JUL 98	PAYROLL
007544	01191	VAN KLEY, APRIL L.	116.07	24 JUL 98	PAYROLL
007545	01182	VIRGINIA VIS	96.74	24 JUL 98	PAYROLL
007546	01184	VIRGINIA L. VIS	193.31	24 JUL 98	PAYROLL
007547	01180	SUSAN M. WAKELAND	77.39	24 JUL 98	PAYROLL
007548	01167	WHITED, AMBER	530.03	24 JUL 98	PAYROLL
007549	01174	MARGARET M. WOODS	522.80	24 JUL 98	PAYROLL
007550	01172	LEANNE YORK	946.45	24 JUL 98	PAYROLL
015749	01156	ELEANOR ARNOLD	-1000.00	25 JUL 98	VOID CK #015749, A/P #00462,
015808	01157	LEANNE YORK	-141.00	25 JUL 98	VOID CK #015808,A/P #00603,
016987	01019	4-COUNTY SUPPLY	25.90	13 JUL 98	2 WATER CLOSET REPAIR KITS
016988	01020	A.E. BOYCE CO., INC.	177.71	13 JUL 98	500-3 PART P.O.:#4301-#4800
016989	01021	ALL-PHASE ELECTRIC SUPPLY CO	399.58	13 JUL 98	OUTDOORS FIXTURE LENS & BALL
016990	01022	AMERICAN BUSINESS INFORMATIO	493.00	13 JUL 98	BOOK-INDIANA BUSINESS DIRECT
016991	01023	ASSOCIATED LIBRARIES, INC.	527.22	13 JUL 98	BOOKS
016992	01024	AVC CORPORATION	99.00	13 JUL 98	JULY FIN. COMPUTER SERV. CON
016993	01025	BARNES & NOBLE	225.58	13 JUL 98	BOOKS & CASSETTE'S

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
016994	01026	BAKER & TAYLOR	8627.41	13 JUL 98	BOOKS
016995	01027	BEN FRANKLIN	4.85	13 JUL 98	DEMOTTE STORY TIME-PAPER PLA
016996	01028	BEST BUY CO., INC.	1127.75	13 JUL 98	VIDEO'S,CD ROM'S,HEADSET'S,M FAX MACHINE,CD/RADIO,REWIND
016997	01029	BETHANY HOUSE PUBLISHERS	27.68	13 JUL 98	BOOKS
016998	01030	BIERMA HARDWARE, INC.	10.42	13 JUL 98	FLASHLIGHT & BATTERIES,PLUG-
016999	01031	BOY SCOUTS OF AMERICA	106.96	13 JUL 98	BOOKS
017000	01032	BRACKEMYRE PUBLISHING	49.50	13 JUL 98	BOOKS
017001	01033	BROWN'S GARDEN SHOPPE	770.00	13 JUL 98	LAWN CARE-APRIL(3) & MAY(4);
017002	01034	CHARLOTTE FAGEN	30.60	13 JUL 98	MILEAGE-BUDGET WRKSH,MANAGM
017003	01035	CHELSEA HOUSE PUBLISHERS	62.74	13 JUL 98	BOOKS
017004	01036	CHIEF, CDS	50.00	13 JUL 98	1998 USMARC CONCISE FORMAT
017005	01037	CHIVERS NORTH AMERICA	54.61	13 JUL 98	BOOKS
017006	01038	CROSSWIND SERVICES, INC.	20.00	13 JUL 98	INTERNET ACCESS-JULY '98
017007	01039	DAVID HARRIS	222.50	13 JUL 98	MANUALS FOR PEGASUS MAIL
017008	01040	DAVID C. HURST	350.00	13 JUL 98	BUDGET & FINANCIAL WORKSHOP;
017009	01041	DAVIDSON TITLES INC.	6244.10	13 JUL 98	BOOKS & AV MATERIALS
017010	01042	DEMCO	1708.52	13 JUL 98	VIDEO CASES,PAPERBACK RACKS-
017011	01043	DEMOTTE OFFICE SUPPLY	14.77	13 JUL 98	DEMOTTE-CHILDREN'S CRAFT SUP
017012	01044	IND. DEPT. OF FIRE & BUILDIN	765.00	13 JUL 98	CODE BOOKS
017013	01045	DIANA KOOY	64.20	13 JUL 98	MILEAGE-EBSCO WRKSH & MISC.
017014	01046	DIANE KROS	16.20	13 JUL 98	MILEAGE
017015	01047	FACTS ON FILE	173.34	13 JUL 98	BOOKS
017016	01048	FAGEN PHARMACY	13.53	13 JUL 98	DEMOTTE CHILDREN'S PROG. SUP
017017	01049	FASE'S WATER TREATMENT & FLO	87.50	13 JUL 98	REDOUT-DEMOTTE
017018	01050	FAS-TRACK COMPUTER PRODUCTS	1744.00	13 JUL 98	WORKS 4.0,WIN 95,OFFICE 97-L
017019	01051	FORTRES GRAND CORPORATION	305.00	13 JUL 98	FORTRESS UPGRADE PLAN
017020	01052	GAIL JUNG	19.64	13 JUL 98	WHEAT PETTY CASH;BATTERIES,P POSTAGE,GAS
017021	01053	GAIL JUNG	218.51	13 JUL 98	MILEAGE,VIDEOS,BUDGET WRKSH
017022	01054	GALE RESEARCH INC.	595.90	13 JUL 98	BOOKS
017023	01055	GLENDA BROWN	72.60	13 JUL 98	MILEAGE-INSPIRE & EBSCO WRKS
017024	01056	GLOBAL COMPUTER SUPPLIES	34.50	13 JUL 98	2 KEYBOARD SUPPORTS-RENS
017025	01057	GOODWIN FIRE EQUIPMENT	412.05	13 JUL 98	ANNUAL MTNCE/INSPECTION-FIRE
017026	01058	HAMSTRA BUILDERS, INC.	900.00	13 JUL 98	REPLACE RIDGE VENT & SHINGLE
017027	01059	HERITAGE OFFICE PRODUCTS, IN	223.25	13 JUL 98	DRUM,MARKERS,LABELS,RUB-BAND
017028	01060	HIGHSMITH CO. INC.	466.74	13 JUL 98	CONTACT PAPER
017029	01061	HP PRODUCTS CORP.	591.51	13 JUL 98	M-FOLDS,PAPER TOWEL,TRASH BA TOILET DEODERIZERS,TP
017030	01062	HOLIDAY INN EXPRESS	154.00	13 JUL 98	ONE NIGHT/2 ROOMS;7/27/98
017031	01063	INCOLSA	125.00	13 JUL 98	WHEELS-1998 INCREASE
017032	01064	INDIANA DEPT.OF WORKFORCE DE	393.07	13 JUL 98	2nd QTR. UNEMPLOYMENT PAYMEN
017033	01065	INFORMATION ACCESS COMPANY	1108.00	13 JUL 98	HEALTH REF.SUBSCRPT.;7/1/98-
017034	01066	INGRAM	144.94	13 JUL 98	BOOKS
017035	01067	KANKAKEE VALLEY POST NEWS	86.00	13 JUL 98	ANNUAL SUBCRPT.-DEM & WHEAT
017036	01068	KIRBY RISK CORPORATION	8.45	13 JUL 98	ELECTRICAL SOCKET/OUTDOOR LI
017037	01069	KOLORTECH, INC.	521.08	13 JUL 98	OUTDOORS & FLUORESCENT BULBS
017038	01070	LISA RUSHER	7.02	13 JUL 98	AVC MTG EXPENSE-6/24/98

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017039	01071	LYNN DAUGHERTY	331.99	13 JUL 98	MILEAGE,AIRLINE TCKT. WASH D TRI-STATE BUS & EXPENSES
017040	01072	M. LEE SMITH PUBLISHERS LLC	137.00	13 JUL 98	IND.EMPL.LAW LETTER-1 YR. SU
017041	01073	McGRAW-HILL, INC.	17.02	13 JUL 98	BOOKS
017042	01074	MEREDITH CORPORATION	5.98	13 JUL 98	BOOK
017043	01075	NATIONAL GEOGRAPHIC SOCIETY	13.90	13 JUL 98	BOOK
017044	01076	OOMS DISPOSAL SERVICE INC.	47.00	13 JUL 98	DISPOSAL SERVICE;7/1/98-9/30
017045	01077	PEGGY WOODS	17.40	13 JUL 98	MILEAGE- AV TRIP;MERRILLVILL
017046	01078	PHILIP N. HOWARD	20.00	13 JUL 98	CLEAN GUTTERS-WHEATFIELD
017047	01079	POST TRIBUNE	156.00	13 JUL 98	ANNUAL SUBCRPT.;7/9/98-7/9/9
017048	01080	PRECISION CONTROL SYSTEMS, I	960.50	13 JUL 98	AIR HANDLING UNITS,DUCT REPA
017049	01081	PUBLIC EMPLOYEES' RETIREMENT	9800.58	13 JUL 98	2nd QRTR PAYMENT 1998
017050	01082	PUBLISHING SALES CONSULTANTS	160.35	13 JUL 98	BOOKS
017051	01083	QUALITY BOOKS INC.	147.05	13 JUL 98	BOOKS
017052	01084	QUILL	718.92	13 JUL 98	CALC.RIBBON,FAX & PRINT CART DISKS,GLUE STCK,CONTCT.PAP,E PAPER,CNSTRC.PAP,TAPE,WASTEB
017053	01085	RAYBURN HEATING & COOLING	148.06	13 JUL 98	DEMOTTE BURST PIPE-REPAIR LE
017054	01086	REGENT BOOK CO., INC.	84.88	13 JUL 98	BOOKS
017055	01087	RELIABLE EXTERMINATORS, INC.	70.00	13 JUL 98	RENS. MAIN FLR. & MAINT.SHED
017056	01088	RENSSELAER REPUBLICAN	35.20	13 JUL 98	TECH SERV. LIBRARIAN AD KV POST;5/14/98
017057	01089	SANDRA GERSBACH	320.00	13 JUL 98	WASH WINDOWS & BLINDS-RENSSE
017058	01090	SECURITY COURIERS CORP.	976.00	13 JUL 98	TRANSPORT SERV.;5/29/98-7/3/
017059	01091	SELECTVIDEO	150.05	13 JUL 98	VIDEO'S
017060	01092	SIMPLEX TIME RECORDER CO.	361.43	13 JUL 98	REPLACE BATTERIES LIGHT TIME
017061	01093	SPRINT	1291.49	13 JUL 98	LOCAL SERVICE JULY '98-RENS
017062	01094	SPRINT	250.87	13 JUL 98	LONG DISTANCE SERVICE JUN '9
017063	01095	SPRINT-INDIANA	709.00	13 JUL 98	WATER DAMAGE REPAIRS;ROUTER-
017064	01096	SUNCOAST #3009	359.21	13 JUL 98	VIDEO'S
017065	01097	TEETERS CULLIGAN	49.55	13 JUL 98	JULY '98 WATER & COOLER RENT
017066	01098	THINK TANK INFORMATION SYSTE	1792.12	13 JUL 98	SERVER,ETHERLINK,SPEAKERS,MO REPAIRS FROM WATER DAMAGE-DE
017067	01099	TYSEN'S COUNTRY GROCERY, INC	87.22	13 JUL 98	BOWL CLNR,GLASS CLNR,TOILET AIR FRESHENERS,FURN. POLISH STORY TIME SUPPLIES-DEMOTTE
017068	01100	UNIVERSITY MICROFILMS INTERN	60.58	13 JUL 98	RENS. REP.1/1/98-4/30/98 MIC
017069	01101	UNIVENTURE	37.79	13 JUL 98	CD POUCHES
017070	01102	WALMART #1618	484.22	13 JUL 98	VIDEO'S & CD'S
017071	01103	WAL-MART STORES, INC.	9.18	13 JUL 98	SUMMER READING PRG. SUPPLIES
017072	01104	WALSTRA FINE CUT	132.00	13 JUL 98	LAWN CARE;5/4,5/11,5/18,5/26
017073	01145	ANTHEM BLUE CROSS AND BLUE S	2686.72	25 JUL 98	HEALTH INSURANCE PREMIUM-JUL
017074	01146	ANTHEM LIFE	79.05	25 JUL 98	17-LIFE INSURANCE PREMIUMS-J
017075	01147	INDIANA DEFERRED COMPENSATIO	931.56	25 JUL 98	WITHHELD 25 JUL 98 PAYROLL-K KOOY, DAUGHERTY, SCHULENBERG FILSON, STRINGFELLOW, WOODS
017076	01148	INDIANA LIBRARY FEDERATION	8.00	25 JUL 98	ILF FORUM:PROP.TAX REFORM-DA
017077	01149	NORTHWESTERN INDIANA TELEPHO	152.70	25 JUL 98	DEMOTTE TELEPHONE-JULY 1998

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017078	01150	TOWN OF DEMOTTE	43.12	25 JUL 98	MAY SEWER SERVICE-DEMOTTE
017079	01151	TOWN OF WHEATFIELD SEWER WOR	41.05	25 JUL 98	JULY SEWER CHARGE-WHEATFIELD
017080	01197	ACORDIA OF NORTHWEST INDIANA	2666.00	24 JUL 98	PUBLIC OFFICIALS POLICY,6/14
017081	01198	ANTHEM LIFE	79.05	24 JUL 98	PREMIUM DUE JULY 1998-17 EMP
017082	01199	CITY OF RENSSELAER	1616.35	24 JUL 98	RENSSELAER UTILITIES-6/8-7/9
017083	01200	ELEANOR ARNOLD	1000.00	24 JUL 98	ORAL HISTORY TRANSCRIPTS
017084	01201	INDIANA DEFERRED COMPENSATIO	931.56	24 JUL 98	WITHHELD FROM PAYROLL 24 JUL KOORY,SCHULENBERG,DAUGHERTY,K FAGEN,STRINGFELLOW,WOODS,FIL
017085	01202	LEANNE YORK	141.00	24 JUL 98	ORAL HISTORY PHOTOCOPYING
017086	01204	NIPSCO	2758.34	24 JUL 98	UTILITY-DEM,6/18-7/16;WH,6/1
017087	01205	STRONGBOW INN	899.70	24 JUL 98	NILBA DINNER, 7/29, 50 RESER
017088	01206	SPRINT	165.08	24 JUL 98	LOCAL TELEPHONES-WHEATFIELD-

--TOTAL AMOUNT OF CLAIMS-- 111041.10

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 5 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 111041.10. Dated 10 AUG 98.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
July 31, 1998

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
ES & FEES.....			\$2,302.65	\$14,551.53
DeMotte	\$973.14	\$5,657.78		
Rensselaer	\$872.34	\$6,059.99		
Wheatfield	\$457.17	\$2,833.76		
PHOTOCOPIES.....			\$711.63	\$4,404.86
DeMotte	\$338.24	\$1,710.74		
Rensselaer	\$255.90	\$2,067.43		
Wheatfield	\$117.49	\$626.69		
CARDS.....			\$46.00	\$525.00
DeMotte	\$10.00	\$145.00		
Rensselaer	\$24.00	\$290.00		
Wheatfield	\$12.00	\$90.00		
COMPUTER DISKS.....			\$1.50	\$12.00
INTEREST.....			\$626.28	\$10,206.64
TAXES.....			\$2,776.00	\$559,040.55
Property Tax	\$0.00	\$325,326.58		
Financial Institution Tax	\$0.00	\$700.86		
License Excise Tax	\$0.00	\$34,820.61		
Local Option/Certified Shares	\$0.00	\$174,710.00		
Local Option/Property Tax Repl.	\$0.00	\$20,706.50		
State Distribution	\$2,776.00	\$2,776.00		
REFUNDS.....			\$1,873.13	\$2,501.42
Program Fee	\$0.00	\$20.00		
Postage	\$0.00	\$0.00		
Utility-Telephones	\$0.00	\$3.05		
1997 Polk's Magazine Subscripti	\$0.00	\$283.96		
overpayment-Sch. Specialty	\$0.00	\$29.90		
AEC One Stop-retuned cd	\$0.00	\$8.49		
Meeting reservations cancelled	\$0.00	\$259.18		
Reimbursement-INCOLSA Work:	\$0.00	\$23.71		
Office Supply reimbursement	\$21.89	\$21.89		
Insurance Claim	\$1,851.24	\$1,851.24		
TOTAL OPERATING FUND RECEIPTS.....			\$8,337.19	\$591,242.00
PLAC FUND.....			\$0.00	\$22.00
GIFT FUNDS.....			\$104.99	\$4,101.80
DeMotte	\$15.00	\$280.00		
Rensselaer	\$89.99	\$3,424.99		
Wheatfield	\$0.00	\$396.81		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$226,527.45
Property Tax	\$0.00	\$204,244.53		
Financial Institution Tax	\$0.00	\$439.64		
License Excise Tax	\$0.00	\$21,842.17		
Close out-Construction Account	\$0.00	\$1.11		
HOST/HOSPITALITY FUND.....			\$1,254.00	\$4,572.60
LIBRARY IMPROVEMENT FUND.....			\$125.45	\$883.08
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$0.00
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$0.00
ATE TECHNOLOGY GRANT 1997.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$0.00	\$17.92
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$0.00
TOTAL RECEIPTS - ALL FUNDS.....			\$9,821.63	\$827,366.85

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017089	01208	ACE HARDWARE	48.35	10 AUG 98	PRESSURE SPRAYER,LT.BULBS,GL
017090	01209	ACORDIA OF NORTHWEST INDIANA	241.00	10 AUG 98	INCREASE/\$1000 DED-PUBLIC LI
017091	01210	AMER. LIBRARY ASSOCIATION	150.00	10 AUG 98	BD.SUBSC-PUBLIC LIBRARIES,9/
017092	01211	ANCESTRY INCORPORATED	183.00	10 AUG 98	BOOKS
017093	01212	ANTHEM BLUE CROSS AND BLUE S	2686.72	10 AUG 98	HEALTH PREMIUM-11 EMPLOYEES,
017094	01213	AVC CORPORATION	99.00	10 AUG 98	FINANCIAL COMPUTER SUPPORT-A
017095	01214	BAKER & TAYLOR	9713.78	10 AUG 98	BOOKS,A-V
017096	01215	BETHANY HOUSE PUBLISHERS	8.23	10 AUG 98	BOOKS
017097	01216	BIERMA HARDWARE, INC.	31.26	10 AUG 98	PADLOCK,TOOLS
017098	01217	CHARLOTTE FAGEN	36.00	10 AUG 98	MILEAGE
017099	01218	CROSSWIND SERVICES, INC.	20.00	10 AUG 98	AUGUST-INTERNET ACCESS
017100	01219	DAVIDSON TITLES INC.	1123.97	10 AUG 98	BOOKS
017101	01220	DEMCO	1069.03	10 AUG 98	BROWSERS,DISPLAY SIGNS,BK PO VIDEO CASES
017102	01221	DEMOTTE CHAMBER OF COMMERCE	85.00	10 AUG 98	MEMBERSHIP-DEM.LIB.1998
017103	01222	DIANA KOBY	128.49	10 AUG 98	MILEAGE, VCR
017104	01223	DIANE KROS	23.10	10 AUG 98	MILEAGE
017105	01224	DIANE OPOLSKI	6.90	10 AUG 98	MILEAGE
017106	01225	DIVERSITY UNIFORMS	6.95	10 AUG 98	NAMETAG
017107	01226	FAGEN PHARMACY	13.53	10 AUG 98	POLOROID FILM
017108	01227	FASE'S WATER TREATMENT & FLO	30.00	10 AUG 98	VACUUM CORD
017109	01228	FOREST HOUSE PUBLISHING CO.,	91.70	10 AUG 98	BOOKS
017110	01229	GAIL JUNG	34.22	10 AUG 98	RENS. PETTY CASH
017111	01230	GAIL JUNG	13.20	10 AUG 98	MILEAGE
017112	01231	GALE RESEARCH INC.	582.36	10 AUG 98	CONSMR.SOURCEBK,SOMETHING AB COUNTRY WLD LEADERS-STANDING
017113	01232	GAYLORD BROS.	333.00	10 AUG 98	MARC SUBSC-QTLY, 8/1-11/30/9
017114	01233	GOODWIN FIRE EQUIPMENT	131.80	10 AUG 98	FIRE EXTINGUISHER INSP.-WH
017115	01234	HERITAGE OFFICE PRODUCTS, IN	1584.78	10 AUG 98	MTNCE CONTR.-DEM.MITA'S,LG.R
017116	01235	HP PRODUCTS CORP.	1137.80	10 AUG 98	DEM.VACUUM,TP,SCRUBBER PARTS CLNR,PAPER TOWEL,GLASS CLNR,
017117	01236	INCOLSA	21.00	10 AUG 98	BOOKKEEPING WKSHP-JUNG,RUSHE
017118	01237	INDIANAPOLIS NEWSPAPERS, INC	234.00	10 AUG 98	DEMOTTE SUBSCR.-8/20/98-8/20
017119	01238	INGRAM	102.32	10 AUG 98	PAPERBACKS
017120	01239	JACKIE REAGAN	29.39	10 AUG 98	MILEAGE & PROF. MTG EXPENSE
017121	01240	JASPER CO. VETERANS COUNCIL	38.00	10 AUG 98	US FLAG-DEMOTTE LIB.
017122	01241	JILL TACHTIRIS	13.80	10 AUG 98	MILEAGE
017123	01242	LAWN CARE CONSULTANTS	315.00	10 AUG 98	WHTFLD LAWN MOWING/YARD MTNC
017124	01243	LEISURE ARTS	29.91	10 AUG 98	BOOK-SPIRIT OF CHRISTMAS-STA
017125	01244	LISA RUSHER	19.80	10 AUG 98	MILEAGE
017126	01245	LYNN DAUGHERTY	321.90	10 AUG 98	MILEAGE,MTG.EXPENSES,PARKING
017127	01246	MARLENE BEEDLE	13.80	10 AUG 98	MILEAGE
017128	01247	MIDWEST TAPE	21.90	10 AUG 98	VIDEO
017129	01248	MONTGOMERY KONE,INC.	796.24	10 AUG 98	ELEVATOR MTNCE CONTRACT-8/98
017130	01249	MOYER BOOK SALES	72.17	10 AUG 98	VIDEOS
017131	01250	NORTHWESTERN INDIANA TELEPHO	146.56	10 AUG 98	TELEPHONE-DEMOTTE-AUGUST 199
017132	01251	PHILIP N. HOWARD	130.00	10 AUG 98	CLEAN GUTTERS,REPL.LITES & C
017133	01252	POSTMASTER GENERAL	640.00	10 AUG 98	2000 SELF-STICK 32 CENT STAM

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 04 Aug 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017134	01253	PRECISION CONTROL SYSTEMS, I	4350.70	10 AUG 98	A/C REPAIRS,REPACK 3-WAY VAL
017135	01254	QUALITY BOOKS INC.	21.48	10 AUG 98	BOOKS
017136	01255	QUILL	87.14	10 AUG 98	CONSTR.PAPER,BINDERS,CALCULA
017137	01256	REED REFERENCE PUBLISHING	264.24	10 AUG 98	AM LIB.DIRECTORY
017138	01257	READER'S DIGEST ASSOCIATION	48.92	10 AUG 98	DEMOTTE & WHEATFIELD SUBSCR.
017139	01258	REGENT BOOK CO., INC.	11.11	10 AUG 98	BOOK
017140	01259	RENSSELAER LUMBER CO.	59.00	10 AUG 98	CEILING TILES-DEMOTTE LIB.
017141	01260	RENS./REMINGTON CHAMBER OF C	80.00	10 AUG 98	MEMBERSHIP-RENSSELAER LIB.
017142	01261	SANDRA L. HESTERMAN	13.80	10 AUG 98	MILEAGE
017143	01262	SCHULTZ TV & ELECTRONICS	42.50	10 AUG 98	VCR REPAIRS-DEMOTTE LIB.
017144	01263	SECURITY COURIERS CORP.	780.80	10 AUG 98	TRANSPORT SERVICE-7/3-7/24/9
017145	01264	SHEILA MAXWELL	118.34	10 AUG 98	PROF.MTG EXPENSES,MILEAGE
017146	01265	SIMON & SCHUSTER SCHOOL GROU	742.40	10 AUG 98	BOOKS
017147	01266	SPRINT	173.50	10 AUG 98	RENS,DEM,WH.LONG DISTANCE-JU
017148	01267	STRONGBOW INN	310.18	10 AUG 98	NILBA DINNER,7/29/98
017149	01268	SUDANCO AFFORDABLE ALTERNATI	22.40	10 AUG 98	7 DAY LOAN/\$1 DAY FINE LABEL
017150	01269	TEETERS CULLIGAN	9.95	10 AUG 98	AUGUST COOLER RENTAL-WH. LIB
017151	01270	THOMAS T. BEELER, PUBLISHER	103.13	10 AUG 98	BOOKS
017152	01271	TIME-LIFE EDUCATION	18.49	10 AUG 98	BOOK
017153	01272	TYSEN'S COUNTRY GROCERY, INC	45.13	10 AUG 98	CIRC.COUNTERPTS;DEM.CHILD PR
017154	01273	UNIQUE BOOKS, INC.	116.17	10 AUG 98	BOOKS
017155	01274	VIKING OFFICE PRODUCTS	38.72	10 AUG 98	SILVER MARKERS,INDEX CARDS
017156	01275	VIRGINIA VIS	13.80	10 AUG 98	MILEAGE
017157	01276	WAL-MART STORES, INC.	17.34	10 AUG 98	CRAFT ITEMS,BINDER
017158	01277	WALSTRA FINE CUT	177.00	10 AUG 98	JUNE LAWN MOWING-DEMOTTE
017159	01278	WHEELER PUBLISHING, INC.	284.24	10 AUG 98	BOOKS

--TOTAL AMOUNT OF CLAIMS-- 30509.44

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 30509.44. Dated 10 AUG 98.

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SEPT.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, September 14, 1998, 7:00 PM Wheatfield Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Approval of Holiday, Library Behavior, Reciprocal Borrowing, Circulation Policies (R 9- R 14)
- D. Salary Ordinance Update (R 7)

General Business

- A. Wheatfield Building Report/Tour
- B. Approval of budget
- C. NILBA Dinner
- D. District Meeting

Information
Action
Discussion
Discussion

Director's Report (R 15 – R 18)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes August 10, 1998
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Mary Duggleby, Anne-Marie Egan, Mark Heinig, Jim Staton, Roger Walstra, Lynn Daugherty. Absent: Don Abel, Barbara Leestma

Agenda/Consent Agenda: The Agenda and Consent Agenda items including the July Minutes, Financial Reports & Bills, Food, Tobacco & Alcohol Usage Policy, Video Cassette Policy, & CD-ROM/Online Database Use Policy, were approved on a motion by M. Duggleby. Second by A-M Egan. Motion passed.

LIRF Reduction Resolution: Money designated in the 1997 Operating Budget for an LIRF transfer (3.94) was spent instead on technology equipment needs per board approval last year. As a result of this action, receipts into the LIRF Fund were not forthcoming making it necessary to reduce the 1998 LIRF budget appropriation. On a motion by M. Heinig, seconded by A-M Egan, the appropriation was reduced by \$21,990. Motion was unanimous.

1999 Budget: L. Daugherty reviewed the budget forms for BIRF, LIRF, and Operating Funds. It is doubtful that Operating Fund tax revenues will be great enough to fund the 1999 budget without severely cutting into our Operating balance. By applying for state grants and LSTA grants, we should be able to receive funds for some of our technology needs and provide Inspire databases, reducing the burden in Operating Fund budget. By January, we should be able to determine if we will need to adjust Operating Fund appropriations. The Public Notice to Taxpayers was approved for advertisement on a motion by A-M Egan, seconded by J. Staton. Motion passed.

Public Budget Hearing: The board set the time for the public hearing at 4:00 PM on Monday, August 31, 1998, at the Rensselaer Library in the meeting room. A-M Egan, J. Staton, and M. Heinig will be in attendance to hear any taxpayer objection.

Wheatfield Focus Groups: Board members wishing to submit names of individuals they feel would be beneficial to the focus groups should let the director know by the end of the week (8/14/98). A list of fifty names has been compiled to date. Two focus groups containing 10-12 persons each are needed.

NILBA Dinner: Reservations for 65 people were made with 62 in attendance. Food and service were excellent as well as the program and presentation by Phil Baugher. Nine different issues on intellectual freedom were discussed, one at each table. ALA's views on each topic were also presented. Their guidelines and recommendations are less restrictive than many library boards' policies, giving them 'food for thought'. Questions discussed at the program will be provided to JCPL board members, with answers indicating present JCPL policy.

Director's Report: Eleven participants attended two Internet classes at DeMotte, held in early evening after they are closed.

of the net proceeds with the understanding that the library will retain ownership of the original histories and manuscript. Motion passed.

Home Health Care: This not-for-profit group requested permission to use the library as a site to give flu shots to the public. They would be charging a fee for the shots. The director denied their request citing that it was against library policy to allow use of the library when fees are charged unless the library would benefit.

Board Resignation: M. Duggleby will be resigning her board term effective with the September 14th meeting. The name(s) of a qualified person(s) to fill the position will be included in a letter to the County Commissioners informing them of this vacancy. The director will inform the board of the potential candidates before a letter is sent the week of September 21st.

Director Evaluation: D. Abel, J. Staton, and A-M Egan shall serve on the Evaluation Committee. Board members are to complete the evaluation forms and return to A-M Egan by the end of September. Addressed, stamped envelopes shall be provided. The Evaluation Committee shall then compile the results. The Director's evaluation shall be conducted in an executive session at the beginning of the October meeting.

Censorship Issue: The director informed the board of the action taken by the special committee (two staff from DeMotte and one from Wheatfield) that reviewed a patron complaint regarding an August Rolling Stone issue. As stated in the policy, they notified the patron of their decision to leave the magazine on the shelf. The board was satisfied that policy was followed.

Computer Crash: On Friday, September 11th the Rensselaer Library experienced its first crash. It was discovered that the backup drive was bad. Think Tank is still working on solving other problems causing the crash. We were able to retrieve all but one week's worth of data. The Galaxy automated system was unaffected.

Unique Management: The final steps are being taken so we can proceed to use Unique Management as our collection agency. Software has arrived and will be installed shortly.

With no further business the meeting adjourned at 8:55 PM on a motion by A-M Egan. Motion seconded by D. Abel.



Attest: Mark Heinig, Secretary Pro-Tem



Barbara Leestma, President

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE

1.7%

8.3%

4.0%

END OF MONTH:

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned

41648

52948

24999

Total Titles Owned

37509

48593

24088

Daily Avg Circulation

284

367

140

MONTHLY SYSTEM STATISTICS

1997

1998

% change

Circulation

19559

20553

5%

Jan. to date circulation

187409

187562

0%

CIRCULATION BY ITEM FINE CODE

August 1998

ITEM CODE	DEMOTTE	RENSSELAER WHEATFIELD	TOTAL	
000 (0)	26	37	25	88
100 (1)	29	50	29	108
200 (2)	49	54	15	118
300 (3)	175	203	78	456
400 (4)	6	16	5	27
500 (5)	67	51	30	148
600 (6)	480	414	247	1141
700 (7)	273	214	119	606
800 (8)	19	52	13	84
900 (9)	101	118	41	260
B (10)	50	38	29	117
j000 (11)	18	3	0	21
j100 (12)	5	15	4	24
j200 (13)	8	11	1	20
j300 (14)	51	50	15	116
j400 (15)	7	7	0	14
j500 (16)	96	151	90	337
j600 (17)	117	119	48	282
j700 (18)	121	156	61	338
j800 (19)	24	12	5	41
j900 (20)	35	36	18	89
jB (21)	33	38	8	79
FIC (22)	1350	1822	556	3728
yaFIC (23)	30	76	18	124
LARGE PRINT (24)	55	56	23	134
jFIC (25)	253	405	93	751
jE (26)	995	1379	449	2823
jER (27)	557	199	77	833
Magazines (28)	621	499	254	1374
Games/Toys (29)	0	8	0	8
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	150	301	30	481
jCassettes (33)	12	73	29	114
Compact Discs (34)	129	290	149	568
jCompact Discs (35)	1	0	2	3
Sound Recordings (36)	1	26	1	28
jSound Recordings (37)	4	11	0	15
CD ROM Software (38)	27	46	12	85
Vertical File (39)	60	164	5	229
Equipment (40)	1	2	0	3
yapFIC (41)	193	186	95	474
jpFIC (42)	194	173	32	399
Reference (43)	38	55	9	102
Genealogy (44)	0	0	0	0
jMagazines (45)	35	30	25	90
VHS (46)	537	1396	696	2629
Computer software (47)	0	0	0	0
Internet usage (49)	95	216	52	363
Free reads	250	267	159	676
Puzzles				0
Talking books		5		5
Assignment shelf books				0
TOTAL	7378	9530	3645	20553

WHEATFIELD COLLECTION

MONTH
END

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XX

ADULT BOOKS
Fiction
Nonfiction

CHILDREN'S BKS
Fiction
Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

3 3 3 3 GRAPHIC MAT'L

0 0 0 0 0 0 0 0 0 0 0 0 MICROFORMS

1136	1009	1139	1012	2223	1666	2226	1669	1191	1101	1192	1102	SOUND REC.,ADULT
175	174	175	174	171	174	171	174	16	17	16	17	SOUND REC., CH
14	11	14	11	20	14	20	14	6	9	6	9	CD ROM SOFTWARE
4	2	4	2	87	23	87	23	113	58	113	58	SOFTWARE

968	929	974	935	1242	1196	1238	1195	745	689	737	683	VHS
1	1	1	1	1	1	1	1			0	0	EQUIPMENT

41327 37308 41648 37509 52616 48318 52948 48593 25241 24205 24999 24088 TOTAL

XX

R4

CIRCULATION BY PATRON CODE

August 1998

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	901	12.8%	1153	12.7%	561	16.1%	2615	13.4%
Adult Female (1)	4291	61.0%	5157	57.0%	2018	58.0%	11466	58.6%
Juvenile 0-11 (2)	1032	14.7%	1371	15.2%	397	11.4%	2800	14.3%
YA 12-17 (3)	264	3.8%	346	3.8%	133	3.8%	743	3.8%
Nonresident No Fee (4)	52	0.7%	275	3.0%	25	0.7%	352	1.8%
Board/Staff (5)	302	4.3%	372	4.1%	259	7.4%	933	4.8%
School (6)	0	0.0%	23	0.3%	0	0.0%	23	0.1%
St. Joseph College (7)	0	0.0%	35	0.4%	0	0.0%	35	0.2%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	5	0.1%	38	0.4%	0	0.0%	43	0.2%
Corporate (10)	0	0.0%	55	0.6%	67	1.9%	122	0.6%
Reciprocal (11)	192	2.7%	221	2.4%	17	0.5%	430	2.2%
Total	7039		9046		3477		19562	
 Total items borrowed by nonresidents	 249	 3.5%	 592	 6.5%	 42	 1.2%	 883	 4.5%

REGISTRATIONS

Borrowers--Start of month:	6998	7201	2863	17062
Borrowers--End of month:	7073	7291	2887	17251
 Non-resident, paying	 5	 18	 0	 23
PLAC card users	0	1	0	1
Reciprocal borrowers	230	111	12	353

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

August 1998

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	117	25	83	18	138	30	338	73
LOCAL HISTORY								
In person	4	1	19	5	0	0	23	7
Letters written	0	0	6	6	0	0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	12	1	52	4	24	2	88	7
VCR Use	1	0	0	0	0	0	1	0
Microforms	5	1	49	7	0	0	54	7
CD ROM software used	53	4	151	13	8	1	212	18
Public use of FAX service	26	4	23	4	22	4	71	12
Typewriter use	2	0	5	0	1	0	8	0
Other equipment used	0	0	3	1	0	0	3	1
Dial-in OPAC access							<u>17</u>	
OTHER LIBRARY SERVICES USED								
Walking book visits	2	1	6	4	0	0	8	5
Notarized documents	2	1	2	1	0	0	4	1
Meeting Room Use (number of groups)	24	8	25	8	5	2	54	18
Study room use	11	1	4	0	0	0	15	1
INTERLIBRARY LOANS								
Requests made for:	33	8	44	11	6	2	83	21
Items rec'd for:	37	19	54	27	9	5	100	50
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0
PROGRAMS								
Programs for all ages		0	1	6		0	1	6
Children's Programs (0-13)		0		0		0	0	0
Number attending							0	
YA Programs (14-17)		0		0		0	0	0
Number attending							0	
Adult Programs	2	12	4	24	1	6	7	42
Number attending	35		31		1		67	

R 6

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
Senior Citizen Programs	0		0		0		0	0
Number attending			1				1	
TOTAL NO. OF PROGRAMS	2	12	4	24	1	6	7	42
TOTAL PERSONS ATTENDING	35		32		1		68	
TOTAL STAFF HOURS SPENT	87		139		50			276
HOURS SPENT same month last yr.	80		157		55			

Salary Ordinance 1998
September 1998 update

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	Start Date	Raise Date(s)
Baggerly, Amber	Page	\$5.15	\$978.50	10	R	8/18/98	2/16/99
Colvin, Valerie	Page	\$5.50	\$627.00	6	R	8/19/98	2/16/99
Boer, Erin	Page	\$5.15	\$927.00	10	D	8/25/98	
Kooy, Diana	Librarian I	\$12.45	\$23,306.40	36	W	5/6/88	
Kros, Diane	Specialist 2	\$10.54	\$19,730.88	36	W	8/20/85	

Valerie is taking the place of Erin Kingman who is going to college this fall. Valerie worked for us previously, both as a page and a part-time clerk. Amber is taking Susan Wakeland's position, since Susan has taken another job.

Erin Boer is taking the place of Amber Kaluf who left to attend college.

Diane Kros has asked to reduce her 40 hour work week to 36 hours. Her supervisor, Diana Kooy, feels that the duties of the Children's Specialist can be completed in 36 hours and has approved the reduction in hours. Diana, in turn, will add the four hours per week to her own work schedule. You may remember that I recommended increasing Diana's work week to 36 hours beginning in January. This will allow her to make the change sooner. For some time now, Diana has felt that she cannot adequately complete all her tasks in the 32 hours she was working.



Elaine Marie Egan

Barbara Spitzer

Barbara Kaluf



MEMORANDUM

Holiday, Library Behavior, Reciprocal Borrowing, Circulation Policies

Summary: The Policy Committee is recommending no changes in the Holiday or Library Behavior Policies. They recommend changes in the Reciprocal Borrowing Policy and in the Circulation Policy as stated below.

Discussion: Internet workstations must now be available to persons whether or not they live in our taxing district, according to provisions of the grant which funded these workstations. The Committee recommends a change to this effect in the Reciprocal Borrowing Policy.

Three changes are recommended in the Circulation Policy.

1. In June, we increased the processing fee for lost or damaged materials (except pamphlets and CD ROMS) to \$5.00. It has been requested that the processing fee for magazines remain at \$3.00 per magazine. The Committee recommends that we make that change to \$3.00 for magazines.

The following two changes were not discussed by the Policy Committee.

2. The annual fee for nonresidents must be raised from \$43 to \$49. State law requires that our annual fee equal the per capita operating expenditures of our library as listed in the latest edition of the Indiana State Library's Statistics of Indiana Public Libraries. The statistics for 1997 have just been published.

3. Printing fees, previously approved by the Board, have now been added to the Circulation Policy following the section listing Photocopy Fees. This was done in order to provide one centralized location for staff and others to find all library fees.

Vote: To approve Holiday and Library Behavior policies as written and to approve the recommended changes in the Reciprocal Borrowing and Circulation Policies.

RECIPROCAL BORROWING POLICY

To obtain a free JCPL borrower's card, a reciprocal borrower must show a valid resident library card from a library which participates in the Reciprocal Borrowing Program.

Borrowing privileges are restricted to books and magazines *only*. Materials such as videos, cd's and equipment may not be borrowed.

PC's: Reciprocal borrowing cards do not authorize such patrons to use JCPL library word processing PC's. PC's providing public access to the library's CD ROM software, to the Internet and OPAC will be available to reciprocal borrowers.

In-house library use: Reciprocal borrowers as well as any other visitors to the library are offered free *in-house* use of the library's books and other information sources.

Interlibrary/intralibrary loan: We will *intralibrary* loan books and magazines for reciprocal borrowers. For *interlibrary* loans from other libraries, reciprocal borrowers must go to their own library.

Adopted 6/96; revised 6/97; draft 9/98

Circulation Policy

Jasper County Public Library

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card.

Persons who live, work or own property in the JCPL library district, which includes all Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Persons living outside the JCPL district may apply for a free, restricted JCPL card as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program

The signature of a parent or legal guardian is required before a borrower's card can be issued to any child under the age of 14.

An annual fee of \$49 is assessed for out-of-county residents who do not own property or work in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

A corporation existing within the JCPL district may obtain a card for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card.

Library Hours

DeMotte: Mon, Th: 9 AM - 8 PM
Tues, Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed - Sat: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM

*No changes on
this page*

Loan Periods

Circulating CD ROMs:	1 week
Videos, nonfiction	1 week
Videos, entertainment:	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR:	in house use only

All materials except videos and circulating CD-ROMs may be renewed for one additional loan period. If an item is on reserve for another patron, or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has been reserved by another patron.

Videos for classroom use may be checked out for a one week loan period.

Loan Limits

Videos:	2 videos per adult card. No reserves. Only persons 18 years of age and older may borrow videos.
Circulating CD-ROMs:	2 items per borrower's card. No reserves
Short term loan materials:	On some occasions, materials are put on short term loan so that all students in a class have access to the resources.
CD's:	5 items per borrower's card.
All other materials:	Unlimited loan

Reciprocal borrowers and PLAC users may borrow only books and magazines.

Fines and Fees

<u>Overdue materials:</u>	Adult Items:	\$.10 per day per item
	Children's room items	\$.05 per day per item
	Videos:	\$1.00 per day per tape

Fines and fees, continued

Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading
Circulating CD-ROMs:	\$1.00 per day per item
Overdue materials referred to collection agency:	\$10.00 per borrower plus \$3.00 processing fee per item

Change to:	to collection agency:	\$10.00 per borrower plus the per item processing fee
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<u>Audiovisual Equipment Loans:</u>	\$2.00 per day; \$10.00 deposit refunded when material is returned undamaged
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<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged CD ROMs:</u>	Original cost of item plus \$10.00
<u>Lost or damaged CD ROM user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item

<u>Lost or damaged magazine:</u>	Original cost of item plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original cost of the item plus a \$5.00 processing fee.

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$10.00	all hardback books, videos, CD's and audiocassettes
5.00	all nonfiction paperbacks
3.00	all fiction paperbacks
2.00	all magazines
1.00	all vertical file items, newspapers, college catalogs

Lost or damaged borrower's card: \$2.00

FAX fees:

Personal Faxes: \$3.00 for first page; 20 cents for each additional page.

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 20 cents for each additional page

Fax of library materials to patron's home or business: 30 cents per page

Photocopy Fees:

Customer-operated copiers (at DeMotte & Rensselaer)

10 cents per single side

Staff-operated copiers (at DeMotte & Rensselaer)

20 cents single side

40 cents double side

40 cents transparency

Wheatfield copier

15 cents single side

20 cents double side

40 cents transparency

Printing Fees:

CD-ROM/Online Workstations and Internet Workstations

First 5 pages are free. 10 cents for each page thereafter.

Computer Workstations for Word Processing, etc.

10 cents per page

Microfilm/fiche Workstations

30 cents per page

Other Circulation Services

Reserve materials: All circulating materials may be reserved by patrons with the exception of videos. Videos will only be reserved for teachers using them in educational settings and for groups needing a video which has been cleared for public performance for a particular date

Walking books program: Library staff or volunteers will bring books and other library materials to shut-ins who are unable to visit the library.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary.

A collection of talking books and the equipment with which to use them is available for patrons.

MEMORANDUM

The following issues have come up since the board packet was sent out. I would like the board to address these at tonight's meeting.

1. **Circulation Policy, R 14:** Paragraph on "Reserve materials" under Other Circulation Services. CD-ROMs are a second type of material that may not be reserved, according to a board decision made when approving the Circulating CD-ROM Policy.

The Circulation Policy is a compilation of rules set by the board in other policies or procedures. We as staff need to realize that when a policy is changed, the Circulation Policy must be examined to see if the change in another policy requires a change in this policy. The Board needs to be aware that the Circulation Policy will probably come up for revision often as a result. I am sorry we did not catch this particular problem earlier. It took an alert Wheatfield employee to note the inconsistency in the policies.

2. **Sorrowful Mother Catholic Church in Wheatfield** has used the library meeting room for 4 years for religious education classes held on Sunday mornings. Their church is too small to accommodate all classes. Diana reports that no problems for the library have resulted. The Church has again requested permission to use the library on Sunday mornings for this purpose. Board permission is needed for weekly use of a meeting room. I recommend that you all this meeting room use.

3. **"Settling of the Grand Marsh of the Kankakee River":** Oral histories were recorded and transcribed and a manuscript based on them was written, under the auspices of the DeMotte Library. We are ready to photocopy this and place it in each of our libraries and at the State Library. The DeMotte Historical Society has asked for permission to have copies printed and use it as an Historical Society moneymaker.

The Kankakee Valley Rotary Club spurred the library to work on this project. In informal discussions with some of their board members, all agree that they do not have any claim to a "say" in this matter. Our attorney has examined release form signed by each oral history interviewee and by the author of the manuscript. He agrees that the Jasper County Public Library "is the sole owner of the manuscript. Furthermore, the individuals who are part of the manuscript have no right, title or interest in the manuscript based upon their release."

Staff involved feel that we should receive a portion of the proceeds from any sale of copies of this document. Our attorney recommends that the Friends of the DeMotte Library enter into some type of agreement with the DeMotte Historical Society to split the proceeds of the sale of the manuscript. We are considering proposal of a 50-50 split.

How do you feel about this?

JCPL FINANCIAL STATEMENT

August 31, 1998

		<u>Beginning 1998 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund		\$393,470.00	\$3,128.13	\$594,370.13	\$86,192.65	\$753,783.23	\$234,056.90
Investments	\$179,000.00						
Public Library Access Card Fund		\$42.00	\$22.00	\$44.00	\$0.00	\$64.00	\$22.00
Gift Fund		\$4,544.76	\$105.00	\$4,206.80	\$99.99	\$1,830.30	\$6,921.26
DeMotte		\$439.18	\$100.00	\$380.00	\$0.00	\$517.45	\$301.73
Rensselaer		\$3,164.00	\$0.00	\$3,424.99	\$0.00	\$561.85	\$6,027.14
Wheatfield		\$941.58	\$5.00	\$401.81	\$99.99	\$751.00	\$592.39
Bond & Interest Redemption Fund		\$89,745.44	\$0.00	\$226,527.45	\$0.00	\$94,732.50	\$221,540.39
Investments	\$221,000.00						
Host/Hospitality Fund		\$0.00	\$0.00	\$4,572.60	\$190.01	\$4,603.00	(\$30.40)
Library Improvement Reserve Fund		\$29,752.43	\$130.38	\$1,013.46	\$0.00	\$0.00	\$30,765.89
Investments	\$0.00						
Petty Cash Funds		\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Civil War History Grant Fund		\$82.55	\$0.00	\$0.00	\$0.00	\$0.00	\$82.55
Reciprocal Borrowing Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund		\$90.48	\$0.00	\$0.00	\$0.00	\$8.45	\$82.03
Indiana Technology Grant Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Technology Grant 1997		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund		\$638.83	\$0.00	\$17.92	\$0.00	\$656.75	\$0.00
Cash Change Fund		\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.							
State Tax Collected		\$1,520.85	\$0.00	\$0.00	\$6.52	\$24.82	\$1,496.03
County Tax Collected		\$435.40	\$0.00	\$0.00	\$1.97	(\$11.08)	\$446.48
#125 Plan					(\$0.08)	\$0.32	(\$0.32)
Employee Health Insur.		\$343.20	\$0.00	\$0.00	\$0.00	\$343.20	\$0.00
Employee P.E.R.F.		\$3,443.89	\$0.00	\$0.00	(\$1,173.78)	\$1,098.48	\$2,345.41
TOTAL ALL FUNDS.....		\$524,309.83	\$3,385.51	\$830,752.36	\$85,317.28	\$857,133.97	\$497,928.22

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 Aug 98

1.	BANK ONE CHECKING	.00
2.	BANK ONE-CONSTRUCTION FUND SAV	.00
3.	BANK ONE-LIRF	30765.89
4.	PEOPLES STATE BANK	49192.16
5.	DEMOTTE STATE BANK	17770.17
6.	CASH ON HAND	200.00
7.		.00
8.		.00
9.	PINNACLE BANK CD #1030210	.00
10.	PINNACLE BANK CD #1030468	.00
11.	PINNACLE BANK CD #1030699	.00
12.	PINNACLE BANK CD #7121000758	200000.00
13.	PINNACLE BANK CD #7121000757	200000.00
14.		.00
15.		.00
TOTAL ALL BANK ACCOUNTS		497928.22

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 31 Aug 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
09 SEP 98	7121000758	PINNACLE BANK	92 DAY	200000.00	5.45	OP-179000;B	09 JUN 98	.00	
07 DEC 98	7121000757	PINNACLE BANK	181 DAY	200000.00	5.55	BIRF	09 JUN 98	.00	
		--TOTALS--		400000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 31 Aug 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
20 MAR 98	1030468	PINNACLE BANK	91 DAY	225000.00	5.69	OP-135500;B	19 DEC 97	3191.86	
29 JAN 98	1030210	PINNACLE	30 DAY	150000.00	5.58	OPER	12/30/97	687.95	
22 JUN 98	1030699	PINNACLE BANK	45 DAYS	275000.00	5.45	135000-OP;1	08 MAY 98	1847.77	
		--TOTALS--		650000.00				5727.58	

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 31 Aug 98

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	43056.00	3588.00	28639.00	14417.00	66.5
1.12	SALARY OF ASSISTANTS	549551.33	41432.41	338147.59	211403.74	61.5
1.13	WAGES OF JANITORS	36144.89	2808.75	21828.62	14316.27	60.4
1.21	EMPLOYER'S SHARE-FICA	48172.94	3572.39	29248.80	18924.14	60.7
1.22	UNEMPLOYMENT COMPENSATION	3845.00	.00	1557.25	2287.75	40.5
1.23	EMPLOYER'S CONTRIB.- PERF	25401.00	.00	18571.89	6829.11	73.1
1.24	EMPLOYER'S CONTRIB.- INS.	16800.00	1633.90	9740.98	7059.02	58.0
1.31	OTHER PERSONAL SERVICES	1500.00	.00	320.00	1180.00	21.3
2.11	OFFICIAL RECORDS	1200.00	.00	620.72	579.28	51.7
2.12	STATIONERY AND PRINTING	700.00	.00	.00	700.00	.0
2.13	OTHER OFFICE SUPPLIES	5229.90	31.59	3596.64	1633.26	68.8
2.21	CLEANING & SANITATION SUPPLIES	3700.00	477.64	2366.30	1333.70	64.0
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	1.12	18.88	5.6
2.23	OTHER OPERATING SUPPLIES	4000.00	93.56	3453.41	546.59	86.3
2.31	BUILDING MATERIALS & SUPPLIES	1500.00	62.38	404.18	1095.82	26.9
2.32	PAINT AND PAINTING SUPPLIES	300.00	.00	.00	300.00	.0
2.33	REPAIR PARTS	500.00	.00	78.30	421.70	15.7
2.41	LIBRARY SUPPLIES	5500.00	206.12	3061.00	2439.00	55.7
2.42	AUTOMATION SUPPLIES	4300.00	.00	598.32	3701.68	13.9
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	2500.00	.00	487.50	2012.50	19.5
3.14	OTHER PROFESSIONAL SERVICES	9400.00	.00	2696.00	6704.00	28.7
3.21	TELEPHONE	12000.00	964.24	8032.08	3967.92	66.9
3.22	POSTAGE	6650.00	660.96	3606.75	3043.25	54.2
3.23	TRAVELING EXPENSE	5000.00	511.10	3947.73	1052.27	79.0
3.24	PROFESSIONAL MEETINGS	6707.89	309.52	5948.21	759.68	88.7
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17600.00	807.40	7595.81	10004.19	43.2
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	.00	218.77	781.23	21.9
3.32	OTHER PRINTING	200.00	.00	.00	200.00	.0
3.41	OFFICIAL BONDS	310.00	.00	160.00	150.00	51.6
3.42	OTHER INSURANCE	18000.00	241.00	12835.00	5165.00	71.3
3.51	GAS	27000.00	226.03	11291.97	15708.03	41.8
3.52	ELECTRICITY	51000.00	3739.25	27665.25	23334.75	54.2
3.53	WATER	1000.00	50.15	597.60	402.40	59.8
3.54	WASTE DISPOSAL SERVICES	2500.00	165.47	1476.31	1023.69	59.1
3.61	BUILDING & STRUCTURES	35000.00	4972.70	15684.26	19315.74	44.8
3.62	EQUIPMENT	8851.24	204.30	6491.59	2359.65	73.3
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	183.60	41.40	81.6
3.91	DUES	2400.00	165.00	1115.00	1285.00	46.5
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	50000.00	.00	.00	50000.00	.0
3.95	SERVICE CONTRACTS	10000.00	780.80	6253.94	3746.06	62.5
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	28000.00	2478.24	5632.24	22367.76	20.1
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
-4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	37315.00	691.93	20141.15	17173.85	54.0
4.51	BOOKS	145043.78	13825.43	106259.31	38784.47	73.3
4.52	PERIODICALS & NEWSPAPERS	38035.00	432.92	17726.43	20308.57	46.6
4.53	NONPRINTED MATERIALS	36000.00	1049.52	25502.61	10497.39	70.8
	-TOTAL-	1303328.97	86192.65	753783.23	549545.74	57.8

CHANGES TO APPROPRIATION REPORT
DATE 31 Aug 98

Fund/Account No	Date	Amount	Explanation
100-1.12	05 Jan 98	21469.33	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	05 Jan 98	1420.60	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	29 Jan 98	-232.71	UNUSED 1997 ENCUMBRANCE
100-1.21	05 Jan 98	1806.94	1997 ENCUMBRANCES/BD RESOLUTION
100-2.13	25 Mar 98	29.90	OVERPAYMENT-REFUND RECEIVED
100-3.24	28 May 98	174.18	CANCELLED RESERVATION OVGTSL
100-3.24	28 May 98	10.00	INCOLSA BOARD MTG. REFUND
100-3.24	10 Jun 98	23.71	REIMBURSEMENT/MEETING EXPENSES
100-3.62	28 Jul 98	1851.24	UTICA INS. CLAIM-DAMAGES 6/3/98
100-4.4	05 Jan 98	1315.00	1997 ENCUMBRANCES/BD RESOLUTION
100-4.51	20 Jul 98	15.64	REIMBURSED FOR PRODUCT USE
100-4.51	20 Jul 98	6.25	REIMBURSED FOR PRODUCT USE
100-4.51	28 Jul 98	21.89	EMPLOYEE PURCHASE-L.DAUGHERTY
100-4.52	14 Aug 98	.00	
100-4.52	14 Aug 98	.00	
100-4.52	14 Aug 98	35.00	BLACK'S REFUND-FED.RESERVE BULLE
100-4.53	20 Jul 98	21.89	REIMBURSED FOR PRODUCT USE
100-4.53	20 Jul 98	-21.89	PRIOR ENTRY ERROR-7/20/98
130-4.1	11 Aug 98	-21990.00	BOARD RESOLUTION,8/10/98 MEETING
180-4.4	18 May 98	17.92	INTEREST EARNED THRU 4/30/98
180-4.4	18 May 98	1.11	FINAL INTEREST EARNED 5/98

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Aug 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
IND EFT	01322	INDIANA DEPARTMENT OF REVENUE	1951.00	10 AUG 98	STATE & COUNTY TAX WITHHELD- REF #03885, VERIFICATION COD 8/10/98 @ 1:23 p.m.
FED EFT	01368	INTERNAL REVENUE SERVICE CEN	5637.31	25 AUG 98	FICA & FED TAX WITHHELD 25 A REF #38933409, TRANSFER 25 A
FED EFT	01321	INTERNAL REVENUE SERVICE CEN	6157.74	10 AUG 98	FICA & FED TAX WITHHELD 10 A REF #37807548, TRANSFER 11 A
007551	01290	MARLENE BEEDLE	559.73	10 AUG 98	PAYROLL
007552	01284	GLENDA BROWN	695.63	10 AUG 98	PAYROLL
007553	01287	RENEE CARR	333.93	10 AUG 98	PAYROLL
007554	01292	CAVINDER, RACHAEL D.	608.12	10 AUG 98	PAYROLL
007555	01286	LYNN DAUGHERTY	996.86	10 AUG 98	PAYROLL
007556	01316	JENNIFER L. EVERS	230.82	10 AUG 98	PAYROLL
007557	01279	CHARLOTTE FAGEN	398.80	10 AUG 98	PAYROLL
007558	01299	STEPHANIE D. FILSON	535.45	10 AUG 98	PAYROLL
007559	01314	KELLY M. GUDAMAN	72.48	10 AUG 98	PAYROLL
007560	01297	HEEKE, MICHELLE M.	907.68	10 AUG 98	PAYROLL
007561	01302	SANDRA L. HESTERMAN	387.24	10 AUG 98	PAYROLL
007562	01289	ROSE E. HOWARD	566.24	10 AUG 98	PAYROLL
007563	01317	TRISHA K. HUHN	71.53	10 AUG 98	PAYROLL
007564	01291	GAIL M. JUNG	689.31	10 AUG 98	PAYROLL
007565	01310	AMBER J. KALUF	132.85	10 AUG 98	PAYROLL
007566	01306	ERIN C. KINGMAN	132.44	10 AUG 98	PAYROLL
007567	01285	DIANA KOBY	469.81	10 AUG 98	PAYROLL
007568	01282	JOAN KOPANDA	515.50	10 AUG 98	PAYROLL
007569	01283	KROS, DIANE	635.42	10 AUG 98	PAYROLL
007570	01309	SHEILA MAXWELL	803.86	10 AUG 98	PAYROLL
007571	01304	KRISTINE L. MAYS	423.76	10 AUG 98	PAYROLL
007572	01298	DIANE M. OPOLSKI	379.54	10 AUG 98	PAYROLL
007573	01313	NATHAN A. PLANT	258.43	10 AUG 98	PAYROLL
007574	01300	JACKIE REAGAN	709.21	10 AUG 98	PAYROLL
007575	01296	LISA RUSHER	578.48	10 AUG 98	PAYROLL
007576	01280	SHARON SCHULENBERG	648.14	10 AUG 98	PAYROLL
007577	01311	BECKY J. SHIDE	82.45	10 AUG 98	PAYROLL
007578	01315	NANETTE T. SPEACHT	78.83	10 AUG 98	PAYROLL
007579	01294	JACK STANDISH	475.51	10 AUG 98	PAYROLL
007580	01307	PATRICIA STRINGFELLOW	576.41	10 AUG 98	PAYROLL
007581	01281	JILL TACHIRIS	723.84	10 AUG 98	PAYROLL
007582	01308	LINDA THOMPSON	230.85	10 AUG 98	PAYROLL
007583	01312	VAN KLEY, APRIL L.	78.51	10 AUG 98	PAYROLL
007584	01303	VIRGINIA VIS	82.22	10 AUG 98	PAYROLL
007585	01305	VIRGINIA L. VIS	165.70	10 AUG 98	PAYROLL
007586	01301	SUSAN M. WAKELAND	67.72	10 AUG 98	PAYROLL
007587	01288	WHITED, AMBER	530.03	10 AUG 98	PAYROLL
007588	01295	MARGARET M. WOODS	575.35	10 AUG 98	PAYROLL
007589	01293	LEANNE YORK	946.45	10 AUG 98	PAYROLL
007591	01334	MARLENE BEEDLE	458.49	25 AUG 98	PAYROLL
007592	01341	BRADLEY, MICHELLE HEEKE	907.66	25 AUG 98	PAYROLL

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RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
007593	01328	GLENDA BROWN	584.15	25 AUG 98	PAYROLL
007594	01331	RENEE CARR	404.36	25 AUG 98	PAYROLL
007595	01336	CAVINDER, RACHAEL D.	490.07	25 AUG 98	PAYROLL
007596	01330	LYNN DAUGHERTY	996.86	25 AUG 98	PAYROLL
007597	01360	JENNIFER L. EVERS	235.82	25 AUG 98	PAYROLL
007598	01323	CHARLOTTE FAGEN	398.80	25 AUG 98	PAYROLL
007599	01343	STEPHANIE D. FILSON	442.64	25 AUG 98	PAYROLL
007600	01358	KELLY M. GUDEMAN	90.59	25 AUG 98	PAYROLL
007601	01346	SANDRA L. HESTERMAN	303.57	25 AUG 98	PAYROLL
007602	01333	ROSE E. HOWARD	481.16	25 AUG 98	PAYROLL
007603	01361	TRISHA K. HUHN	80.59	25 AUG 98	PAYROLL
007604	01335	GAIL M. JUNG	689.30	25 AUG 98	PAYROLL
007605	01354	AMBER J. KALUF	77.39	25 AUG 98	PAYROLL
007606	01350	ERIN C. KINGMAN	137.28	25 AUG 98	PAYROLL
007607	01329	DIANA KOORY	469.81	25 AUG 98	PAYROLL
007608	01326	JOAN KOPANDA	498.52	25 AUG 98	PAYROLL
007609	01327	KROS, DIANE	580.12	25 AUG 98	PAYROLL
007610	01353	SHEILA MAXWELL	828.54	25 AUG 98	PAYROLL
007611	01348	KRISTINE L. MAYS	403.04	25 AUG 98	PAYROLL
007612	01342	DIANE M. OPOLSKI	379.54	25 AUG 98	PAYROLL
007613	01357	NATHAN A. PLANT	275.94	25 AUG 98	PAYROLL
007614	01344	JACKIE REAGAN	709.19	25 AUG 98	PAYROLL
007615	01340	LISA RUSHER	485.67	25 AUG 98	PAYROLL
007616	01324	SHARON SCHULENBERG	530.43	25 AUG 98	PAYROLL
007617	01355	BECKY J. SHIDE	32.97	25 AUG 98	PAYROLL
007618	01359	NANETTE T. SPEACHT	124.13	25 AUG 98	PAYROLL
007619	01338	JACK STANDISH	384.00	25 AUG 98	PAYROLL
007620	01351	PATRICIA STRINGFELLOW	448.82	25 AUG 98	PAYROLL
007621	01325	JILL TACHTIRIS	591.71	25 AUG 98	PAYROLL
007622	01352	LINDA THOMPSON	187.73	25 AUG 98	PAYROLL
007623	01356	VAN KLEY, APRIL L.	117.99	25 AUG 98	PAYROLL
007624	01347	VIRGINIA VIS	120.92	25 AUG 98	PAYROLL
007625	01349	VIRGINIA L. VIS	165.70	25 AUG 98	PAYROLL
007626	01345	SUSAN M. WAKELAND	79.80	25 AUG 98	PAYROLL
007627	01332	WHITED, AMBER	530.01	25 AUG 98	PAYROLL
007628	01339	MARGARET M. WOODS	470.25	25 AUG 98	PAYROLL
007629	01337	LEANNE YORK	946.45	25 AUG 98	PAYROLL
017089	01208	ACE HARDWARE	48.35	10 AUG 98	PRESSURE SPRAYER,LT.BULBS,GL
017090	01209	ACORDIA OF NORTHWEST INDIANA	241.00	10 AUG 98	INCREASE/1000 DED-PUBLIC LI
017091	01210	AMER. LIBRARY ASSOCIATION	150.00	10 AUG 98	BD.SUBSC-PUBLIC LIBRARIES,9/
017092	01211	ANCESTRY INCORPORATED	183.00	10 AUG 98	BOOKS
017093	01212	ANTHEM BLUE CROSS AND BLUE S	2686.72	10 AUG 98	HEALTH PREMIUM-11 EMPLOYEES,
017094	01213	AVC CORPORATION	99.00	10 AUG 98	FINANCIAL COMPUTER SUPPORT-A
017095	01214	BAKER & TAYLOR	9713.78	10 AUG 98	BOOKS,A-V
017096	01215	BETHANY HOUSE PUBLISHERS	8.23	10 AUG 98	BOOKS
017097	01216	BIERMA HARDWARE, INC.	31.26	10 AUG 98	PADLOCK,TOOLS
017098	01217	CHARLOTTE FAGEN	36.00	10 AUG 98	MILEAGE
017099	01218	CROSSWIND SERVICES, INC.	20.00	10 AUG 98	AUGUST-INTERNET ACCESS

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208 W. SUSAN STREET
RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017100	01219	DAVIDSON TITLES INC.	1123.97	10 AUG 98	BOOKS
017101	01220	DEMCO	1069.03	10 AUG 98	BROWSERS,DISPLAY SIGNS,BK PO VIDEO CASES
017102	01221	DEMOTTE CHAMBER OF COMMERCE	85.00	10 AUG 98	MEMBERSHIP-DEM.LIB.1998
017103	01222	DIANA KOBY	128.49	10 AUG 98	MILEAGE, VCR
017104	01223	DIANE KROS	23.10	10 AUG 98	MILEAGE
017105	01224	DIANE OPOLSKI	6.90	10 AUG 98	MILEAGE
017106	01225	DIVERSITY UNIFORMS	6.95	10 AUG 98	NAMETAG
017107	01226	FAGEN PHARMACY	13.53	10 AUG 98	POLOROID FILM
017108	01227	FASE'S WATER TREATMENT & FLO	30.00	10 AUG 98	VACUUM CORD
017109	01228	FOREST HOUSE PUBLISHING CO.,	91.70	10 AUG 98	BOOKS
017110	01229	GAIL JUNG	34.22	10 AUG 98	RENS. PETTY CASH
017111	01230	GAIL JUNG	13.20	10 AUG 98	MILEAGE
017112	01231	GALE RESEARCH INC.	582.36	10 AUG 98	CONSMR.SOURCEBK,SOMETHING AB COUNTRY WLD LEADERS-STANDING
017113	01232	GAYLORD BROS.	333.00	10 AUG 98	MARC SUBSC-QTLY, 8/1-11/30/9
017114	01233	GOODWIN FIRE EQUIPMENT	131.80	10 AUG 98	FIRE EXTINGUISHER INSP.-WH
017115	01234	HERITAGE OFFICE PRODUCTS, IN	1584.78	10 AUG 98	MTNCE CONTR.-DEM.MITA'S,LG.R
017116	01235	HP PRODUCTS CORP.	1137.80	10 AUG 98	DEM.VACUUM,TP,SCRUBBER PARTS CLNR,PAPER TOWEL,GLASS CLNR,
017117	01236	INCOLSA	21.00	10 AUG 98	BOOKKEEPING WKSHP-JUNG,RUSHE
017118	01237	INDIANAPOLIS NEWSPAPERS, INC	234.00	10 AUG 98	DEMOTTE SUBSCR.-8/20/98-8/20
017119	01238	INGRAM	102.32	10 AUG 98	PAPERBACKS
017120	01239	JACKIE REAGAN	29.39	10 AUG 98	MILEAGE & PROF. MTG EXPENSE
017121	01240	JASPER CO. VETERANS COUNCIL	38.00	10 AUG 98	US FLAG-DEMOTTE LIB.
017122	01241	JILL TACHTIRIS	13.80	10 AUG 98	MILEAGE
017123	01242	LAWN CARE CONSULTANTS	315.00	10 AUG 98	WHTFLD LAWN MOWING/YARD MTNC
017124	01243	LEISURE ARTS	29.91	10 AUG 98	BOOK-SPIRIT OF CHRISTMAS-STA
017125	01244	LISA RUSHER	19.80	10 AUG 98	MILEAGE
017126	01245	LYNN DAUGHERTY	321.90	10 AUG 98	MILEAGE,MTG.EXPENSES,PARKING
017127	01246	MARLENE BEEDLE	13.80	10 AUG 98	MILEAGE
017128	01247	MIDWEST TAPE	21.90	10 AUG 98	VIDEO
017129	01248	MONTGOMERY KONE,INC.	796.24	10 AUG 98	ELEVATOR MTNCE CONTRACT-8/98
017130	01249	MOYER BOOK SALES	72.17	10 AUG 98	VIDEOS
017131	01250	NORTHWESTERN INDIANA TELEPHO	146.56	10 AUG 98	TELEPHONE-DEMOTTE-AUGUST 199
017132	01251	PHILIP N. HOWARD	130.00	10 AUG 98	CLEAN GUTTERS,REPL.LITES & C
017133	01252	POSTMASTER GENERAL	640.00	10 AUG 98	2000 SELF-STICK 32 CENT STAM
017134	01253	PRECISION CONTROL SYSTEMS, I	4350.70	10 AUG 98	A/C REPAIRS,REPACK 3-WAY VAL
017135	01254	QUALITY BOOKS INC.	21.48	10 AUG 98	BOOKS
017136	01255	QUILL	87.14	10 AUG 98	CONSTR.PAPER,BINDERS,CALCULA
017137	01256	REED REFERENCE PUBLISHING	264.24	10 AUG 98	AM LIB.DIRECTORY
017138	01257	READER'S DIGEST ASSOCIATION	48.92	10 AUG 98	DEMOTTE & WHEATFIELD SUBSCR.
017139	01258	REGENT BOOK CO., INC.	11.11	10 AUG 98	BOOK
017140	01259	RENSSELAER LUMBER CO.	59.00	10 AUG 98	CEILING TILES-DEMOTTE LIB.
017141	01260	RENS./REMINGTON CHAMBER OF C	80.00	10 AUG 98	MEMBERSHIP-RENSSELAER LIB.
017142	01261	SANDRA L. HESTERMAN	13.80	10 AUG 98	MILEAGE
017143	01262	SCHULTZ TV & ELECTRONICS	42.50	10 AUG 98	VCR REPAIRS-DEMOTTE LIB.
017144	01263	SECURITY COURIERS CORP.	780.80	10 AUG 98	TRANSPORT SERVICE-7/3-7/24/9

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 31 Aug 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017145	01264	SHEILA MAXWELL	118.34	10 AUG 98	PROF.MTG EXPENSES,MILEAGE
017146	01265	SIMON & SCHUSTER SCHOOL GROU	742.40	10 AUG 98	BOOKS
017147	01266	SPRINT	173.50	10 AUG 98	RENS,DEM,WH.LONG DISTANCE-JU
017148	01267	STRONGBOW INN	310.18	10 AUG 98	NILBA DINNER,7/29/98
017149	01268	SUDANCO AFFORDABLE ALTERNATI	22.40	10 AUG 98	7 DAY LOAN/\$1 DAY FINE LABEL
017150	01269	TEETERS CULLIGAN	9.95	10 AUG 98	AUGUST COOLER RENTAL-WH. LIB
017151	01270	THOMAS T. BEELER, PUBLISHER	103.13	10 AUG 98	BOOKS
017152	01271	TIME-LIFE EDUCATION	18.49	10 AUG 98	BOOK
017153	01272	TYSEN'S COUNTRY GROCERY, INC	45.13	10 AUG 98	CIRC.COUNTERPTS;DEM.CHILD PR
017154	01273	UNIQUE BOOKS, INC.	116.17	10 AUG 98	BOOKS
017155	01274	VIKING OFFICE PRODUCTS	38.72	10 AUG 98	SILVER MARKERS,INDEX CARDS
017156	01275	VIRGINIA VIS	13.80	10 AUG 98	MILEAGE
017157	01276	WAL-MART STORES, INC.	17.34	10 AUG 98	CRAFT ITEMS,BINDER
017158	01277	WALSTRA FINE CUT	177.00	10 AUG 98	JUNE LAWN MOWING-DEMOTTE
017159	01278	WHEELER PUBLISHING, INC.	284.24	10 AUG 98	BOOKS
017160	01318	INDIANA DEFERRED COMPENSATIO	931.56	10 AUG 98	WITHHELD 10 AUG 98 PAYROLL-K KOORY, DAUGHERTY, SCHULENBERG FILSON, STRINGFELLOW, WOODS
017161	01319	TOWN OF DEMOTTE	43.12	10 AUG 98	JUNE 1998 SEWER SERVICE-DEMO
017162	01320	TOWN OF WHEATFIELD SEWER WOR	41.05	10 AUG 98	AUG 1998 SEWER CHARGE-WHEATF
017163	01362	CITY OF RENSSELAER	1730.82	25 AUG 98	RENS.UTILITIES,7/9-8/12/98
017164	01363	ANTHEM LIFE	79.05	25 AUG 98	GROUP LIFE, 17 EMPLOYEES-SEP
017165	01364	INCOLSA	12.00	25 AUG 98	K.MAYS,BOOK REPAIR WORKSHOP-
017166	01365	INDIANA DEFERRED COMPENSATIO	931.56	25 AUG 98	WITHHELD FROM 25 AUG 98 PAYR DAUGHERTY,KOORY,KOPANDA,SCHUL FAGEN,FILSON,STRINGFELLOW,WO
017167	01366	NIPSCO	2365.91	25 AUG 98	DEMOTTE UTILITIES,7/16-8/17/
017168	01367	SPRINT	1431.58	25 AUG 98	AUG.LOCAL PHONE & DATA LINES

--TOTAL AMOUNT OF CLAIMS-- 85317.28

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 85317.28. Dated 14 Sep 98.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
August 31, 1998

F5

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES.....			\$1,945.21	\$16,496.74
DeMotte	\$809.66	\$6,467.44		
Rensselaer	\$714.66	\$6,774.65		
Wheatfield	\$420.89	\$3,254.65		
PHOTOCOPIES.....			\$438.07	\$4,842.93
DeMotte	\$175.20	\$1,885.94		
Rensselaer	\$220.27	\$2,287.70		
Wheatfield	\$42.60	\$669.29		
CARDS.....			\$50.00	\$575.00
DeMotte	\$12.00	\$157.00		
Rensselaer	\$24.00	\$314.00		
Wheatfield	\$14.00	\$104.00		
COMPUTER DISKS.....			\$0.70	\$12.70
INTEREST.....			\$659.15	\$10,865.79
TAXES.....			\$0.00	\$559,040.55
Property Tax	\$0.00	\$325,326.58		
Financial Institution Tax	\$0.00	\$700.86		
License Excise Tax	\$0.00	\$34,820.61		
Local Option/Certified Shares	\$0.00	\$174,710.00		
Local Option/Property Tax Repl.	\$0.00	\$20,706.50		
State Distribution	\$0.00	\$2,776.00		
REFUNDS.....			\$35.00	\$2,536.42
Program Fee	\$0.00	\$20.00		
Postage	\$0.00	\$0.00		
Utility-Telephones	\$0.00	\$3.05		
1997 Polk's Magazine Subscripti	\$0.00	\$283.96		
overpayment-Sch. Specialty	\$0.00	\$29.90		
AEC One Stop-returned cd	\$0.00	\$8.49		
Meeting reservations cancelled	\$0.00	\$259.18		
Reimbursement-INCOLSA Work:	\$0.00	\$23.71		
Office Supply reimbursement	\$0.00	\$21.89		
Insurance Claim	\$0.00	\$1,851.24		
Refund-Federal Reserve Bulletin	\$35.00	\$35.00		
TOTAL OPERATING FUND RECEIPTS.....			\$3,128.13	\$594,370.13
PLAC FUND.....			\$22.00	\$44.00
GIFT FUNDS.....			\$105.00	\$4,206.80
DeMotte	\$100.00	\$380.00		
Rensselaer	\$0.00	\$3,424.99		
Wheatfield	\$5.00	\$401.81		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$226,527.45
Property Tax	\$0.00	\$204,244.53		
Financial Institution Tax	\$0.00	\$439.64		
License Excise Tax	\$0.00	\$21,842.17		
Close out-Construction Account	\$0.00	\$1.11		
HOST/HOSPITALITY FUND.....			\$0.00	\$4,572.60
LIBRARY IMPROVEMENT FUND.....			\$130.38	\$1,013.46
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$0.00
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$0.00
TE TECHNOLOGY GRANT 1997.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$0.00	\$17.92
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$0.00
TOTAL RECEIPTS - ALL FUNDS.....			\$3,385.51	\$830,752.36

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 08 Sep 98

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
007630	01409	AMBER M. BAGGERLY	104.18	10 SEP 98	PAYROLL
007631	01380	MARLENE BEEDLE	514.03	10 SEP 98	PAYROLL
007632	01410	ERIN M. BOER	36.24	10 SEP 98	PAYROLL
007633	01387	BRADLEY, MICHELLE HEEKE	907.67	10 SEP 98	PAYROLL
007634	01374	GLENDIA BROWN	639.89	10 SEP 98	PAYROLL
007635	01377	RENEE CARR	511.70	10 SEP 98	PAYROLL
007636	01382	CAVINDER, RACHAEL D.	549.09	10 SEP 98	PAYROLL
007637	01408	VALERIE A. COLVIN	58.05	10 SEP 98	PAYROLL
007638	01402	JUSTIN F. COPLEY	139.24	10 SEP 98	PAYROLL
007639	01376	LYNN DAUGHERTY	996.86	10 SEP 98	PAYROLL
007640	01406	JENNIFER L. EVERS	230.82	10 SEP 98	PAYROLL
007641	01369	CHARLOTTE FAGEN	398.80	10 SEP 98	PAYROLL
007642	01389	STEPHANIE D. FILSON	489.05	10 SEP 98	PAYROLL
007643	01404	KELLY M. GUDEMAN	54.35	10 SEP 98	PAYROLL
007644	01391	SANDRA L. HESTERMAN	257.69	10 SEP 98	PAYROLL
007645	01379	ROSE E. HOWARD	537.88	10 SEP 98	PAYROLL
007646	01407	TRISHA K. HUHNS	69.27	10 SEP 98	PAYROLL
007647	01381	GAIL M. JUNG	689.31	10 SEP 98	PAYROLL
007648	01399	AMBER J. KALUF	96.74	10 SEP 98	PAYROLL
007649	01395	ERIN C. KINGMAN	27.93	10 SEP 98	PAYROLL
007650	01375	DIANA KOOS	469.81	10 SEP 98	PAYROLL
007651	01372	JOAN KOPANDA	505.30	10 SEP 98	PAYROLL
007652	01373	KROS, DIANE	580.13	10 SEP 98	PAYROLL
007653	01398	SHEILA MAXWELL	828.54	10 SEP 98	PAYROLL
007654	01393	KRISTINE L. MAYS	403.04	10 SEP 98	PAYROLL
007655	01388	DIANE M. OPOLSKI	423.19	10 SEP 98	PAYROLL
007656	01403	NATHAN A. PLANT	133.76	10 SEP 98	PAYROLL
007657	01390	JACKIE REAGAN	709.20	10 SEP 98	PAYROLL
007658	01386	LISA RUSHER	532.08	10 SEP 98	PAYROLL
007659	01370	SHARON SCHULENBERG	589.28	10 SEP 98	PAYROLL
007660	01400	BECKY J. SHIDE	123.20	10 SEP 98	PAYROLL
007661	01405	NANETTE T. SPEACHT	106.01	10 SEP 98	PAYROLL
007662	01384	JACK STANDISH	440.33	10 SEP 98	PAYROLL
007663	01396	PATRICIA STRINGFELLOW	495.22	10 SEP 98	PAYROLL
007664	01371	JILL TACHTIRIS	652.41	10 SEP 98	PAYROLL
007665	01397	LINDA THOMPSON	222.92	10 SEP 98	PAYROLL
007666	01401	VAN KLEY, APRIL L.	92.35	10 SEP 98	PAYROLL
007667	01392	VIRGINIA VIS	104.01	10 SEP 98	PAYROLL
007668	01394	VIRGINIA L. VIS	144.99	10 SEP 98	PAYROLL
007669	01378	WHITED, AMBER	482.45	10 SEP 98	PAYROLL
007670	01385	MARGARET M. WOODS	522.80	10 SEP 98	PAYROLL
007671	01383	LEANNE YORK	946.45	10 SEP 98	PAYROLL
017169	01411	INDIANA DEFERRED COMPENSATIO	931.56	10 SEP 98	WITHHELD FROM PAYROLL 10 SEP DAUGHERTY,KOOS,KOPANDA,SCHUL FAGEN,FILSON,STRINGFELLOW,WO MUSING ON THE MUSES-9/16/98(RAISING FUNDS/TECHNOLOGY-10/ IMPLEMENTING TECHNOLOGY-11/4
017170	01412	INCOLSA	160.00	10 SEP 98	

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

08 Sep 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017171	01413	NIPSCO	749.91	10 SEP 98	WHEATFIELD UTILITIES;7/13-8/
017172	01414	NORTHWESTERN INDIANA TELEPHO	150.34	10 SEP 98	SEP '98 TELEPHONE SERVICE-DE
017173	01415	TOWN OF DEMOTTE	43.12	10 SEP 98	DEMOTTE SEWER SERVICE-JULY '
017174	01416	TOWN OF WHEATFIELD SEWER WOR	41.05	10 SEP 98	WHEATFIELD SEWER SERVICE-SEP
017175	01417	A.E. BOYCE CO., INC.	351.62	14 SEP 98	PAYROLL CHECKS
017176	01418	ABE MARTIN LODGE	75.90	14 SEP 98	ROOM DEPOSIT-ILF(GR.#84)CONF 10/27 & 10/28/98,DAUGHERTY &
017177	01419	ACE HARDWARE	17.95	14 SEP 98	PROTECTIVE WATER HEATER COVE
017178	01420	AMERICAN LIBRARY ASSN	22.50	14 SEP 98	ADM.BOOK-FUTURE DRIVEN LIB.
017179	01421	AMIEE L. MCKUHEN	350.00	14 SEP 98	OFFICE'97 CLASSES
017180	01422	AMERICAN BUSINESS INFORMATIO	2000.00	14 SEP 98	AMERICAN BUSINESS DISC,9/98-
017181	01423	ASSOCIATED LIBRARIES, INC.	84.47	14 SEP 98	CHILDREN'S BOOKS
017182	01424	ANTHEM BLUE CROSS AND BLUE S	110.00	14 SEP 98	1998 COBRA ADMINISTRATION FE
017183	01425	ANTHEM BLUE CROSS AND BLUE S	2686.72	14 SEP 98	SEP.HEALTH PREMIUM-11 EMPLOY
017184	01426	AVC CORPORATION	99.00	14 SEP 98	SEP.FINANCIAL COMP. SERVICE
017185	01427	BEST BUY CO., INC.	179.96	14 SEP 98	SHARP UX-500 FAX-DEMOTTE
017186	01428	BETHANY HOUSE PUBLISHERS	8.23	14 SEP 98	BOOKS
017187	01429	BAKER & TAYLOR	6632.32	14 SEP 98	BOOKS, A.V.,GIFT BKS.
017188	01430	BIERMA HARDWARE, INC.	25.18	14 SEP 98	ALL PURPOSE CLEANER-SPRAY NI
017189	01431	CHARLOTTE FAGEN	22.50	14 SEP 98	MILEAGE
017190	01432	CHELSEA HOUSE PUBLISHERS	30.52	14 SEP 98	BOOKS
017191	01433	CULLIGAN	44.60	14 SEP 98	WATER COOLER RENTAL & WATER-
017192	01434	DAVIDSON TITLES INC.	1067.09	14 SEP 98	BOOKS
017193	01435	DEMCO	71.95	14 SEP 98	DISPLAY FRAMES,BK.TAPE,CARDS
017194	01436	DEMOTTE OFFICE SUPPLY	9.09	14 SEP 98	MULTI-MEDIA BOX,POCKET TABS-
017195	01437	DIANA KOOY	26.60	14 SEP 98	MILEAGE,CRICKET BAIT-WHEATF.
017196	01438	DIANE KROS	20.40	14 SEP 98	MILEAGE
017197	01439	DISTRICT 1 - ILF	189.00	14 SEP 98	7 EMPLOYEES-DISTRICT I,10/13
017198	01440	EDUCATORS PROGRESS SERVICE,	40.90	14 SEP 98	BOOKS
017199	01441	FACTS ON FILE NEWS SERVICES	225.00	14 SEP 98	SCIENCE ON FILE-DEM.SUBSCRIP
017200	01442	FACTS ON FILE	86.68	14 SEP 98	BOOKS-PERSONAL FORMS
017201	01443	FASE-KALUF TV & APPLIANCE	122.95	14 SEP 98	WEATHER RADIO AND ACCESSORIE
017202	01444	FASE'S WATER TREATMENT & FLO	52.50	14 SEP 98	REDOUT.
017203	01445	GALE RESEARCH INC.	307.74	14 SEP 98	CURRENT LEADERS SUBSC.,CONT.
017204	01446	GAYLORD BROS.	882.25	14 SEP 98	NOTE CUBES,OVERDUE MAILERS
017205	01447	GOODWIN FIRE EQUIPMENT	287.00	14 SEP 98	FIRE EXTINGUISHER PROGRAM
017206	01448	GROLIER PUBLISHING COMPANY	681.70	14 SEP 98	CHILDREN BOOKS
017207	01449	GTI	2082.31	14 SEP 98	PATRON CARDS
017208	01450	HERITAGE OFFICE PRODUCTS, IN	1057.17	14 SEP 98	SERV.CONTR-RENS.MITA1415,PAP CK.STORAGE BOX,CALENDAR,LAMI TYPEWRITER REPAIRS-WH.
017209	01451	INDIANA CHAMBER OF COMMERCE	100.00	14 SEP 98	EMPLOYMENT LAW HANDBOOK
017210	01452	INDIANA LIBRARY FEDERATION	154.00	14 SEP 98	ILF LEGISLATIVE/INSUR.FORUM, 10/28-29- DAUGHERTY,JUNG
017211	01453	INDIANA ONLINE USERS GROUP	20.00	14 SEP 98	7/1/98-6/30/99,MEMBERSHIP-M.
017212	01454	INDIANA UNIVERSITY	85.73	14 SEP 98	2-INDIANA FACTBOOK
017213	01455	INGRAM	126.99	14 SEP 98	PAPERBACK BOOKS
017214	01456	JACKIE REAGAN	48.89	14 SEP 98	MILEAGE,BOOK TRIP EXPENSE

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017215	01457	KC CONSTRUCTION SUPPLY CO.	151.75	14 SEP 98	CAULKING MATERIAL
017216	01458	KEM'S TRUSTWORTHY HARDWARE	6.03	14 SEP 98	ELECTRIC OUTLET MATERIALS-RE
017217	01459	KOLORTECH, INC.	342.45	14 SEP 98	4'FLUORESCENT BULBS
017218	01460	LARGE PRINT LIBRARY DISCOUNT	132.21	14 SEP 98	LARGE PRINT BOOKS
017219	01461	LISA RUSHER	26.20	14 SEP 98	MILEAGE,CIRC.COUNTERPARTS EX
017220	01462	MICHAEL STANDISH	20.00	14 SEP 98	TREE LIMB REMOVAL-RENS.
017221	01463	MICROMARKETING ASSOCIATES	93.95	14 SEP 98	MADELINE VIDEO SET
017222	01464	MIDWEST TAPE	23.90	14 SEP 98	POCAHONTAS VIDEO
017223	01465	OFFICE DEPOT	54.50	14 SEP 98	CIRCULATING CD-ROM POUCHES
017224	01466	PARSONS TECHNOLOGY	54.95	14 SEP 98	GENEALOGY GIFT BOOK-RENS.
017225	01467	PRECISION CONTROL SYSTEMS, I	12624.49	14 SEP 98	A/C COMPRESSOR-DEM.,A/C REPA
017226	01468	QUALITY BOOKS INC.	23.78	14 SEP 98	BOOKS
017227	01469	QUILL	196.76	14 SEP 98	PENS.FAX/PRINTER CARTRIDGES,
017228	01470	RACHAEL CAVINDER	30.00	14 SEP 98	MILEAGE
017229	01471	REGENT BOOK CO., INC.	31.60	14 SEP 98	BOOKS
017230	01472	RELIABLE CORPORATION	181.61	14 SEP 98	INKJET CARTRIDGES,LEGAL PADS
017231	01473	RENSSELAER REPUBLICAN	222.09	14 SEP 98	BUDGET ADS,PAGE ADS-RENS
017232	01474	SANDRA L. HESTERMAN	10.58	14 SEP 98	ENVELOPES
017233	01475	SECURITY COURIERS CORP.	976.00	14 SEP 98	TRANSPORT SERVICE,7/31-8/28/
017234	01476	SIMON & SCHUSTER SCHOOL GROU	78.64	14 SEP 98	BOOKS
017235	01477	SMITH TRUE VALUE FARM STORE	18.99	14 SEP 98	WIRELESS DOOR BELL-RENS.LIB.
017236	01478	SPRINT	1285.59	14 SEP 98	RENS.LOCAL SERVICE & DATA LI
017237	01479	SPRINT	179.66	14 SEP 98	LONG DISTANCE-AUGUST
017238	01480	SUDANCO AFFORDABLE-ALTERNATI	769.65	14 SEP 98	THERMAL RECEIPT PAPER
017239	01481	T.C.& M., INC.	664.16	14 SEP 98	LIGHT/BALLAST REPAIRS/REPLAC
017240	01482	THOMAS T. BEELER, PUBLISHER	47.60	14 SEP 98	BOOK & GIFT BOOK-DEMOTTE
017241	01483	THINK TANK INFORMATION SYSTE	5100.00	14 SEP 98	BIG BLOCK-50+6 hrs
017242	01484	TOM KROOSWYK PLMBG, HTG, A.C	97.86	14 SEP 98	WATER PIPE REPAIRS-DEMOTTE
017243	01485	TREASURER OF THE STATE OF IN	8.00	14 SEP 98	ROSTER OF STATE & LOCAL OFFI
017244	01486	ULVERSCROFT LARGE PRINT BOOK	50.56	14 SEP 98	LARGE PRINT BOOKS
017245	01487	WAL-MART STORES, INC.	69.36	14 SEP 98	VIDEOS,CHILDREN CRAFT ITEMS-
017246	01488	WALSTRA FINE CUT	884.00	14 SEP 98	DEMOTTE-SHRUBS & LAWNCARE
017247	01489	WHEELER PUBLISHING, INC.	24.49	14 SEP 98	BOOK

--TOTAL AMOUNT OF CLAIMS-- 63861.06

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 63861.06. Dated 14 SEP 98.

_____	_____
_____	_____
_____	_____
_____	_____

OCT.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, October 12, 1998, 7:00 PM Rensselaer Library

Executive Session: To discuss an employee job performance evaluation

Purpose

Opening of meeting (immediately after close of executive session) Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Workshop Attendance Approval (R 17)
- D. Salary ordinance update (R 7)

General Business

- A. Hiring practices (R 17)
- B. Setting of director's 1999 salary (R 19)

Action

Action

Director's Report (R 17 – R 21)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes September 14, 1998
Meeting of the Jasper County Public Library Board 7:00 PM
Wheatfield Library

Present: Anne-Marie Egan, Mark Heinig, Roger Walstra, Lynn Daugherty, Don Abel, Barbara Leestma. **Absent:** Mary Duggleby, Jim Staton.

Diana Kooy, Wheatfield Agency Librarian, conducted a tour of the grounds and facility.

Agenda/Consent Agenda: The Agenda and Consent Agenda items including the August Minutes, Financial Reports & Bills, Holiday Policy, Library Behavior Policy, changes as presented for the Reciprocal Borrowing Policy and the Circulation Policy as revised in the Memorandum distributed at the board meeting, were approved on a motion by R. Walstra. Motion seconded by A-M Egan. Motion passed.

Wheatfield Library Report: D. Kros reported they had an excellent turnout for the Summer Reading Program this year surpassing previous years. She felt the ability to offer programs presented by outside presenters contributed to its success and she felt the baseball theme brought more boys to the programs. She visits a nursery school and the elementary school to read to children on a regular basis. According to D. Kooy circulation has steadily increased in all areas. The word processing computers are an appreciated attraction. Meeting Room is always in demand. The library has received new touches to the outside with the addition of shrubs and more landscaping. The rubber roof repairs seem to be solving water problems. Plaster and wallpaper repairs will begin if no new leaks occur. New chairs/stools were purchased for use at the OPAC's, Internet, and CD-Rom workstations. Copious weeding has been necessary to allow for newer materials. The library is regarded as the center or hub for the town.

1999 Budget: The Operating Budget of \$1,360,788, BIRF Budget of \$435,070, and the LIRF Budget of \$60,000 were approved as published with an Operating Fund tax rate of \$.2159 and BIRF tax rate of \$.1217. The board voted to adopt said budgets on a motion by A-M Egan, seconded by D. Abel. Motion was unanimous.

NILBA and District 1 Meetings: JCPL will not be represented at the NILBA dinner hosted by the Whiting Public Library at Phil Smidt's on September 30th. Board members interested in attending District 1 on Tuesday, October 13th should contact L. Daugherty or G. Jung no later than September 18th for a reservation.

Wheatfield Meeting Room Use: Sorrowful Mother Catholic Church was granted permission to hold adult education classes in the meeting room on Sunday mornings for another year on a motion by A-M Egan, seconded by R. Walstra. Motion carried.

Oral History Manuscript: The DeMotte Historical Society approached the library asking to sell copies of the Oral History Manuscript for a fundraiser. The library, not wishing to embark on this venture, discussed allowing the DeMotte Friends to work with the Historical Society to produce an attractive, professionally-produced book which would financially benefit both organizations. R. Walstra moved, seconded by A-M Egan, to grant the Friends of the DeMotte Branch Library authority to enter into an agreement with the DeMotte Historical Society to publish the oral histories and manuscript entitled "Settling of the Grand Marsh of the Kankakee River", and to negotiate an equitable split

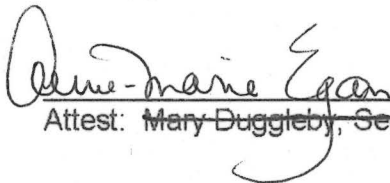
Fire Alarms: DeMotte and Wheatfield libraries each had the fire department out to their facilities recently. The fire departments indicated it would be helpful to have a key to the buildings to expedite access into the libraries. Board members discussed the pros and cons and agreed that, at Wheatfield, the director may provide Don "Robin" Gear a key; however, they were apprehensive about leaving a key at the Keener Township Fire Station where more than one person could have access.

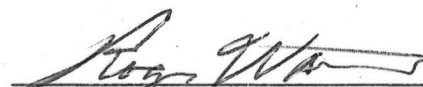
Inspire Databases: Front page is wonderful, with extremely useful Indiana-related links. However, on our CD-ROM/Online Workstations, we want use limited to the access of newspapers and periodicals. Because of this, we must use an interface (ways to search) which is not as user friendly or efficient. Inspire says they plan on correcting by the fall.??? Placement of CD-Rom workstations, board policy, and/or staffing needed for proper monitoring makes it unfeasible at DeMotte and Rensselaer to allow patrons use of the Inspire front page. The Wheatfield Library is allowing INSPIRE use from the front page and is closely monitoring patron use. As long as no problems have occurred, the board agreed the Wheatfield Library should continue offering Inspire in its unedited form.

September 14th Board Meeting: We will meet at the WHEATFIELD Library. Budget will be adopted at this meeting. Board will hear the Wheatfield Library's annual report and take a tour of the building and grounds.

Board Development: It was requested that the Chain of Command process be reviewed at a future meeting, including how board members should handle communication from library staff.

With no further business the meeting adjourned at 8:05 PM on a motion by J. Staton.
Motion seconded by A-M Egan.


Attest: ~~Mary Duggleby~~, Secretary


Roger Walstra, Vice President

CIRCULATION STATISTICS

[illegible]

PERCENT INCREASE/DECREASE	-0.5%	3.3%	9.4%
END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	41962	53376	25252
Total Titles Owned	37718	48966	24232
Daily Avg Circulation	326	376	157
XX			
MONTHLY SYSTEM STATISTICS	1997	1998	% change
Circulation	20883	21482	3%
Jan. to date circulation	208292	209044	0%

R4

CIRCULATION BY PATRON CODE

September 1998

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	895	11.5%	986	10.8%	474	12.7%	2355	11.4%
Adult Female (1)	4674	59.9%	5136	56.4%	2221	59.5%	12031	58.3%
Juvenile 0-11 (2)	1166	14.9%	1637	18.0%	501	13.4%	3304	16.0%
YA 12-17 (3)	429	5.5%	364	4.0%	184	4.9%	977	4.7%
Nonresident No Fee (4)	67	0.9%	267	2.9%	52	1.4%	386	1.9%
Board/Staff (5)	213	2.7%	381	4.2%	237	6.4%	831	4.0%
School (6)	0	0.0%	31	0.3%	0	0.0%	31	0.2%
St. Joseph College (7)	0	0.0%	52	0.6%	0	0.0%	52	0.3%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	2	0.0%	20	0.2%	0	0.0%	22	0.1%
Corporate (10)	0	0.0%	62	0.7%	58	1.6%	120	0.6%
Reciprocal (11)	354	4.5%	170	1.9%	3	0.1%	527	2.6%
Total	7800		9106		3730		20636	
 Total items borrowed by nonresidents	 423	 5.4%	 540	 5.9%	 55	 1.5%	 1018	 4.9%

REGISTRATIONS

Borrowers--Start of month:	7073	7291	2887	17251
Borrowers--End of month:	7151	7372	2916	17439
 Non-resident, paying	 4	 18	 0	 22
PLAC card users	0	1	0	1
Reciprocal borrowers	220	119	13	352

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

September 1998

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	165	36	141	31	158	34	464	101
LOCAL HISTORY								
In person	2	1	7	2	0	0	9	3
Letters written	0	0	2	2	0	0	2	2
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	17	1	75	6	26	2	118	10
VCR Use	0	0	1	0	1	0	2	0
Microforms	6	1	49	7	0	0	55	7
CD ROM software used	56	5	118	10	34	3	208	17
Public use of FAX service	27	5	28	5	14	2	69	12
Typewriter use	3	0	1	0	2	0	6	0
Other equipment used	0	0	2	1	0	0	2	1
Dial-in OPAC access							<u>47</u>	
OTHER LIBRARY SERVICES USED								
Walking book visits	4	3	4	3	0	0	8	5
Notarized documents	7	2	0	0	6	2	13	3
Meeting Room Use (number of groups)	41	14	38	13	17	6	96	32
Study room use	27	2	4	0	1	0	32	3
INTERLIBRARY LOANS								
Requests made for:	42	11	52	13	13	3	107	27
Items rec'd for:	36	18	39	20	5	3	80	40
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0
PROGRAMS								
Programs for all ages	0	0	2	12		0	2	12
Children's Programs (0-13)	19	114	18	108	6	36	43	258
Number attending	430		238		89		757	
YA Programs (14-17)		0		0		0	0	0
Number attending	3		1				4	
Adult Programs	4	24	9	54	1	6	14	84
Number attending	221		71		13		305	

R 6

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
Senior Citizen Programs	1	6	1	6		0	2	12
Number attending	26		16				42	
TOTAL NO. OF PROGRAMS	24	144	28	168	7	42	59	354
TOTAL PERSONS ATTENDING	680		326		102		1108	
TOTAL STAFF HOURS SPENT		241		291		97		628
HOURS SPENT same month last yr.								

CIRCULATION BY ITEM FINE CODE
September 1998

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	30	33	21	84
100 (1)	48	89	25	162
200 (2)	63	70	22	155
300 (3)	237	164	102	503
400 (4)	7	14	6	27
500 (5)	58	43	42	143
600 (6)	578	443	239	1260
700 (7)	300	228	132	660
800 (8)	36	44	25	105
900 (9)	181	182	57	420
B (10)	72	108	34	214
j000 (11)	20	13	2	35
j100 (12)	9	17	6	32
j200 (13)	4	21	4	29
j300 (14)	58	93	32	183
j400 (15)	3	15	1	19
j500 (16)	164	239	127	530
j600 (17)	106	143	38	287
j700 (18)	126	184	84	394
j800 (19)	22	34	4	60
j900 (20)	108	114	24	246
jB (21)	63	91	17	171
FIC (22)	1312	1738	596	3646
yaFIC (23)	23	67	31	121
LARGE PRINT (24)	87	57	19	163
jFIC (25)	191	365	105	661
jE (26)	1251	1456	532	3239
jER (27)	495	187	103	785
Magazines (28)	741	392	280	1413
Games/Toys (29)	0	18	0	18
Filmstrips (30)	1	0	0	1
Microforms (31)	0	0	0	0
Cassettes (32)	134	272	59	465
jCassettes (33)	30	66	36	132
Compact Discs (34)	165	222	147	534
jCompact Discs (35)	1	3	2	6
Sound Recordings (36)	5	69	3	77
jSound Recordings (37)	4	9	0	13
CD ROM Software (38)	50	45	17	112
Vertical File (39)	106	39	7	152
Equipment (40)	0	0	0	0
yapFIC (41)	141	126	100	367
jpFIC (42)	223	225	50	498
Reference (43)	36	40	6	82
Genealogy (44)	0	0	0	0
jMagazines (45)	75	16	38	129
VHS (46)	468	1161	514	2143
Computer software (47)	0	0	0	0
Internet usage (49)	96	220	46	362
Free reads	227	229	184	640
Puzzles			2	2
Talking books		2		2
Assignment shelf books				0
TOTAL	8155	9406	3921	21482

Salary Ordinance 1998
October 1998 update

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date
Colvin, Valerie	Page	\$5.50	9	R	8/19/98
Gudeman, Kelly	Page	5.15/5.25	6	R	2/26/98
Huhn, Trisha	Page	5.15	11	R	6/30/98
Virok, Rosie	Clerk	\$6.00	10	R	10/1/98
Copley, Justin	Clerk	6.00/6.25/6.67	27	R	9/10/97 Res. 10/9/98

Kelly Gudeman's hours have been decreased from 10 to 6 hours per week. Trisha and Valerie's hours have been increased to compensate for this. Rosie Virok has been hired (9/21, not 10/1 as listed above) as an evening and Saturday clerk to replace Becky Shide who left our employ in September. Justin is leaving the library to accept a better paying position elsewhere.

Gene-marie Egan
Barbara Leston
Agnes W. W.
James M. Stetson

Donald K. Reed

JASPER COUNTY PUBLIC LIBRARY REFERENCE ACTIVITY REPORT

July through September 1998--6 sample days

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REFERENCE QUESTIONS				
Telephone: Directional	90	210	54	354
Telephone: Reference	104	54	37	195
In-person: Directional	103	223	115	441
In-person: Reference	127	141	70	338
Total	424	628	276	1328
COPIES MADE FOR PATRONS	109	26	110	245

Monthly Equivalent for July 1998

REFERENCE QUESTIONS				
Telephone: Directional	390	910	234	1534
Telephone: Reference	451	234	160	845
In-person: Directional	446	966	498	1911
In-person: Reference	550	611	303	1465
Total	1837	2721	1196	5755
COPIES MADE FOR PATRONS	472	113	477	1062

Monthly Equivalent for July 1997

REFERENCE QUESTIONS				
Telephone: Directional	251	373	390	1014
Telephone: Reference	529	581	152	1262
In-person: Directional	251	633	507	1391
In-person: Reference	624	654	225	1503
Total	1655	2241	1274	5170
COPIES MADE FOR PATRONS (We did not count this in 1997.)				0

Holiday Schedule 1999

The Libraries will be closed on the following days:

New Year's Day: Friday, January 1
Memorial Day: Monday, May 31
Independence Day: Monday, July 5
Labor Day: Monday, September 6
Thanksgiving: Thursday, November 25
Christmas Eve: Friday, December 24
Christmas Day: Saturday, December 25
New Year's Eve: Friday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Three employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having worked 5 years or 15 years at the library.

JCPL FINANCIAL STATEMENT

September 30, 1998

	<u>Beginning 1998 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$393,470.00	\$6,249.19	\$600,619.32	\$102,478.42	\$856,261.65	\$137,827.67
Investments						
Public Library Access Card Fund	\$42.00	\$0.00	\$44.00	\$0.00	\$64.00	\$22.00
Gift Fund	\$4,544.76	\$0.00	\$4,206.80	\$193.18	\$2,023.48	\$6,728.08
DeMotte	\$439.18	\$0.00	\$380.00	\$93.46	\$610.91	\$208.27
Rensselaer	\$3,164.00	\$0.00	\$3,424.99	\$54.95	\$616.80	\$5,972.19
Wheatfield	\$941.58	\$0.00	\$401.81	\$44.77	\$795.77	\$547.62
Bond & Interest Redemption Fund	\$89,745.44	\$0.00	\$226,527.45	\$0.00	\$94,732.50	\$221,540.39
Investments \$200,000.00						
Host/Hospitality Fund	\$0.00	\$44.00	\$4,616.60	\$0.00	\$4,603.00	\$13.60
Library Improvement Reserve Fund	\$29,752.43	\$130.93	\$1,144.39	\$0.00	\$0.00	\$30,896.82
Investments \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
History Grant Fund	\$82.55	\$0.00	\$0.00	\$0.00	\$0.00	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$90.48	\$0.00	\$0.00	\$0.00	\$8.45	\$82.03
Indiana Technology Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Technology Grant 1997	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$638.83	\$0.00	\$17.92	\$0.00	\$656.75	\$0.00
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$1,520.85	\$0.00	\$0.00	(\$3.49)	\$21.33	\$1,499.52
County Tax Collected	\$435.40	\$0.00	\$0.00	(\$1.04)	(\$12.12)	\$447.52
#125 Plan				\$1,131.79	\$1,132.11	(\$1,132.11)
Employee Health Insur.	\$343.20	\$0.00	\$0.00	\$0.00	\$343.20	\$0.00
Employee P.E.R.F.	\$3,443.89	\$0.00	\$0.00	(\$1,182.55)	(\$84.07)	\$3,527.96
TOTAL ALL FUNDS.....	\$524,309.83	\$6,424.12	\$837,176.48	\$102,616.31	\$959,750.28	\$401,736.03

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Sep 98

1.	BANK ONE CHECKING	.00
2.	BANK ONE-CONSTRUCTION FUND SAV	.00
3.	BANK ONE-LIRF	30896.82
4.	PEOPLES STATE BANK	168089.89
5.	DEMOTTE STATE BANK	2549.32
6.	CASH ON HAND	200.00
7.		.00
8.		.00
9.	PINNACLE BANK CD #1030210	.00
10.	PINNACLE BANK CD #1030468	.00
11.	PINNACLE BANK CD #1030699	.00
12.	PINNACLE BANK CD #7121000758	.00
13.	PINNACLE BANK CD #7121000757	200000.00
14.		.00
15.		.00
TOTAL ALL BANK ACCOUNTS		401736.03

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 30 Sep 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
07 DEC 98	7121000757	PINNACLE BANK	181 DAY	200000.00	5.55	BIRF	09 JUN 98	.00	
		--TOTALS--		200000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 30 Sep 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
20 MAR 98	1030468	PINNACLE BANK	91 DAY	225000.00	5.69	OP-135500;B	19 DEC 97	3191.86	
29 JAN 98	1030210	PINNACLE	30 DAY	150000.00	5.58	OPER	12/30/97	687.95	
22 JUN 98	1030699	PINNACLE BANK	45 DAYS	275000.00	5.45	135000-OP;1	08 MAY 98	1847.77	
09 SEP 98	7121000758	PINNACLE BANK	92 DAY	200000.00	5.45	OP-179000;B	09 JUN 98	2785.56	
		--TOTALS--		850000.00				8513.14	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

30 Sep 98

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	43056.00	3588.00	32227.00	10829.00	74.8
1.12	SALARY OF ASSISTANTS	549551.33	41529.48	379677.07	169874.26	69.1
1.13	WAGES OF JANITORS	36144.89	2846.11	24674.73	11470.16	68.3
1.21	EMPLOYER'S SHARE-FICA	48172.94	3582.68	32831.48	15341.46	68.2
1.22	UNEMPLOYMENT COMPENSATION	3845.00	.00	1557.25	2287.75	40.5
1.23	EMPLOYER'S CONTRIB.- PERF	25401.00	.00	18571.89	6829.11	73.1
1.24	EMPLOYER'S CONTRIB.- INS.	16800.00	3188.75	12929.73	3870.27	77.0
1.31	OTHER PERSONAL SERVICES	1500.00	.00	320.00	1180.00	21.3
2.11	OFFICIAL RECORDS	1200.00	351.62	972.34	227.66	81.0
2.12	STATIONERY AND PRINTING	700.00	.00	.00	700.00	.0
2.13	OTHER OFFICE SUPPLIES	5229.90	502.52	4099.16	1130.74	78.4
2.21	CLEANING & SANITATION SUPPLIES	3700.00	25.18	2391.48	1308.52	64.6
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	1.12	18.88	5.6
2.23	OTHER OPERATING SUPPLIES	4000.00	347.45	3800.86	199.14	95.0
2.31	BUILDING MATERIALS & SUPPLIES	1500.00	228.23	632.41	867.59	42.2
2.32	PAINT AND PAINTING SUPPLIES	300.00	.00	.00	300.00	.0
2.33	REPAIR PARTS	500.00	.00	78.30	421.70	15.7
2.41	LIBRARY SUPPLIES	5500.00	81.46	3142.46	2357.54	57.1
2.42	AUTOMATION SUPPLIES	4300.00	3715.90	4314.22	-14.22	100.3
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	2500.00	.00	487.50	2012.50	19.5
3.14	OTHER PROFESSIONAL SERVICES	9400.00	287.00	2983.00	6417.00	31.7
3.21	TELEPHONE	12000.00	991.74	9023.82	2976.18	75.2
3.22	POSTAGE	6660.43	.00	3606.75	3053.68	54.2
3.23	TRAVELING EXPENSE	5000.00	143.10	4090.83	909.17	81.8
3.24	PROFESSIONAL MEETINGS	6724.39	975.39	6923.60	-199.21	103.0
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17600.00	787.40	8383.21	9216.79	47.6
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	222.09	440.86	559.14	44.1
3.32	OTHER PRINTING	200.00	.00	.00	200.00	.0
3.41	OFFICIAL BONDS	310.00	.00	160.00	150.00	51.6
3.42	OTHER INSURANCE	18000.00	110.00	12945.00	5055.00	71.9
3.51	GAS	27000.00	133.80	11425.77	15574.23	42.3
3.52	ELECTRICITY	51000.00	4831.17	32496.42	18503.58	63.7
3.53	WATER	1000.00	84.80	682.40	317.60	68.2
3.54	WASTE DISPOSAL SERVICES	2500.00	165.47	1641.78	858.22	65.7
3.61	BUILDING & STRUCTURES	35000.00	14290.51	29974.77	5025.23	85.6
3.62	EQUIPMENT	8851.24	5164.00	11655.59	-2804.35	131.7
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	193.55	31.45	86.0
3.91	DUES	2400.00	.00	1115.00	1285.00	46.5
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	50000.00	.00	.00	50000.00	.0
3.95	SERVICE CONTRACTS	10000.00	976.00	7229.94	2770.06	72.3
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	28000.00	1006.00	6638.24	21361.76	23.7
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	37315.00	321.90	20463.05	16851.95	54.8
4.51	BOOKS	145043.78	9203.42	115462.73	29581.05	79.6
4.52	PERIODICALS & NEWSPAPERS	38035.00	388.24	18114.67	19920.33	47.6
4.53	NONPRINTED MATERIALS	36000.00	2399.06	27901.67	8098.33	77.5
	-TOTAL-	1303355.90	102478.42	856261.65	447094.25	65.7

CHANGES TO APPROPRIATION REPORT
DATE 30 Sep 98

nd/Account No	Date	Amount	Explanation
100-1.12	05 Jan 98	21469.33	1997 EMCUMBRANCES/BD RESOLUTION
100-1.13	05 Jan 98	1420.60	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	29 Jan 98	-232.71	UNUSED 1997 ENCUMBRANCE
100-1.21	05 Jan 98	1806.94	1997 ENCUMBRANCES/BD RESOLUTION
100-2.13	25 Mar 98	29.90	OVERPAYMENT-REFUND RECEIVED
100-3.22	29 Sep 98	10.43	REX LEARNING CENTER POSTAGE REF.
100-3.24	28 May 98	174.18	CANCELLED RESERVATION OVGTSL
100-3.24	28 May 98	10.00	INCOLSA BOARD MTG. REFUND
100-3.24	10 Jun 98	23.71	REIMBURSEMENT/MEETING EXPENSES
100-3.24	09 Sep 98	16.50	HOLIDAY INN EXPRESS CREDIT REF.
100-3.62	28 Jul 98	1851.24	UTICA INS. CLAIM-DAMAGES 6/3/98
100-4.4	05 Jan 98	1315.00	1997 ENCUMBRANCES/BD RESOLUTION
100-4.51	20 Jul 98	15.64	REIMBURSED FOR PRODUCT USE
100-4.51	20 Jul 98	6.25	REIMBURSED FOR PRODUCT USE
100-4.51	28 Jul 98	21.89	EMPLOYEE PURCHASE-L.DAUGHERTY
100-4.52	14 Aug 98	.00	
100-4.52	14 Aug 98	.00	
100-4.52	14 Aug 98	35.00	BLACK'S REFUND-FED.RESERVE BULLE
100-4.53	20 Jul 98	21.89	REIMBURSED FOR PRODUCT USE
100-4.53	20 Jul 98	-21.89	PRIOR ENTRY ERROR-7/20/98
130-4.1	11 Aug 98	-21990.00	BOARD RESOLUTION,8/10/98 MEETING
180-4.4	18 May 98	17.92	INTEREST EARNED THRU 4/30/98
180-4.4	18 May 98	1.11	FINAL INTEREST EARNED 5/98

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Sep 98

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
TRANSFER	01492	JASPER COUNTY PUBLIC LIBRARY	200000.00	14 SEP 98	CD #7121000758 MATURED
FED.EFT	01542	INTERNAL REVENUE SERVICE CEN	5904.22	25 SEP 98	FICA & FED TAXES WITHHELD 25 REF.#41780509, TRANSFER 28 S
FED EFT	01494	INTERNAL REVENUE SERVICE CEN	5897.91	10 SEP 98	FED & FICA TAXES WITHHELD 10 REF #40443636, TRANSFERED 11
IND EFT	01493	INDIANA DEPARTMENT OF REVENU	1942.51	14 SEP 98	STATE & LOCAL TAX WITHHELD A REF.#02960, VERIF. CODE #28, @11:12am
007630	01409	AMBER M. BAGGERLY	104.18	10 SEP 98	PAYROLL
007631	01380	MARLENE BEEDLE	514.03	10 SEP 98	PAYROLL
007632	01410	ERIN M. BOER	36.24	10 SEP 98	PAYROLL
007633	01387	BRADLEY, MICHELLE HEEKE	907.67	10 SEP 98	PAYROLL
007634	01374	GLENDA BROWN	639.89	10 SEP 98	PAYROLL
007635	01377	RENEE CARR	511.70	10 SEP 98	PAYROLL
007636	01382	CAVINDER, RACHAEL D.	549.09	10 SEP 98	PAYROLL
007637	01408	VALERIE A. COLVIN	58.05	10 SEP 98	PAYROLL
007638	01402	JUSTIN F. COPLE	139.24	10 SEP 98	PAYROLL
007639	01376	LYNN DAUGHERTY	996.86	10 SEP 98	PAYROLL
007640	01406	JENNIFER L. EVERS	230.82	10 SEP 98	PAYROLL
007641	01369	CHARLOTTE FAGEN	398.80	10 SEP 98	PAYROLL
007642	01389	STEPHANIE D. FILSON	489.05	10 SEP 98	PAYROLL
007643	01404	KELLY M. GUDAMAN	54.35	10 SEP 98	PAYROLL
007644	01391	SANDRA L. HESTERMAN	257.69	10 SEP 98	PAYROLL
007645	01379	ROSE E. HOWARD	537.88	10 SEP 98	PAYROLL
007646	01407	TRISHA K. HUH	69.27	10 SEP 98	PAYROLL
007647	01381	GAIL M. JUNG	689.31	10 SEP 98	PAYROLL
007648	01399	AMBER J. KALUF	96.74	10 SEP 98	PAYROLL
007649	01395	ERIN C. KINGMAN	27.93	10 SEP 98	PAYROLL
007650	01375	DIANA KOOT	469.81	10 SEP 98	PAYROLL
007651	01372	JOAN KOPANDA	505.30	10 SEP 98	PAYROLL
007652	01373	KROS, DIANE	580.13	10 SEP 98	PAYROLL
007653	01398	SHEILA MAXWELL	828.54	10 SEP 98	PAYROLL
007654	01393	KRISTINE L. MAYS	403.04	10 SEP 98	PAYROLL
007655	01388	DIANE M. OPOLSKI	423.19	10 SEP 98	PAYROLL
007656	01403	NATHAN A. PLANT	133.76	10 SEP 98	PAYROLL
007657	01390	JACKIE REAGAN	709.20	10 SEP 98	PAYROLL
007658	01386	LISA RUSHER	532.08	10 SEP 98	PAYROLL
007659	01370	SHARON SCHULENBERG	589.28	10 SEP 98	PAYROLL
007660	01400	BECKY J. SHIDE	123.20	10 SEP 98	PAYROLL
007661	01405	NANETTE T. SPEACHT	106.01	10 SEP 98	PAYROLL
007662	01384	JACK STANDISH	440.33	10 SEP 98	PAYROLL
007663	01396	PATRICIA STRINGFELLOW	495.22	10 SEP 98	PAYROLL
007664	01371	JILL TACHTIRIS	652.41	10 SEP 98	PAYROLL
007665	01397	LINDA THOMPSON	222.92	10 SEP 98	PAYROLL
007666	01401	VAN KLEY, APRIL L.	92.35	10 SEP 98	PAYROLL
007667	01392	VIRGINIA VIS	104.01	10 SEP 98	PAYROLL
007668	01394	VIRGINIA L. VIS	144.99	10 SEP 98	PAYROLL
007669	01378	WHITED, AMBER	482.45	10 SEP 98	PAYROLL

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Sep 98

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
007670	01385	MARGARET M. WOODS	522.80	10 SEP 98	PAYROLL
007671	01383	LEANNE YORK	946.45	10 SEP 98	PAYROLL
007672	01533	AMBER M. BAGGERLY	72.48	25 SEP 98	PAYROLL
007673	01506	MARLENE BEEDLE	455.22	25 SEP 98	PAYROLL
007674	01534	ERIN M. BOER	99.16	25 SEP 98	PAYROLL
007675	01513	BRADLEY, MICHELLE HEEKE	907.67	25 SEP 98	PAYROLL
007676	01500	GLENDA BROWN	639.89	25 SEP 98	PAYROLL
007677	01503	RENEE CARR	501.63	25 SEP 98	PAYROLL
007678	01508	CAVINDER, RACHAEL D.	513.67	25 SEP 98	PAYROLL
007679	01532	VALERIE A. COLVIN	53.20	25 SEP 98	PAYROLL
007680	01526	JUSTIN F. COPLEY	206.08	25 SEP 98	PAYROLL
007681	01502	LYNN DAUGHERTY	996.86	25 SEP 98	PAYROLL
007682	01530	JENNIFER L. EVERS	195.33	25 SEP 98	PAYROLL
007683	01495	CHARLOTTE FAGEN	398.80	25 SEP 98	PAYROLL
007684	01515	STEPHANIE D. FILSON	489.05	25 SEP 98	PAYROLL
007685	01528	KELLY M. GUDAMAN	69.26	25 SEP 98	PAYROLL
007686	01517	SANDRA L. HESTERMAN	325.17	25 SEP 98	PAYROLL
007687	01505	ROSE E. HOWARD	566.24	25 SEP 98	PAYROLL
007688	01531	TRISHA K. HUHNS	99.49	25 SEP 98	PAYROLL
007689	01507	GAIL M. JUNG	689.31	25 SEP 98	PAYROLL
007690	01501	DIANA KOBY	469.81	25 SEP 98	PAYROLL
007691	01498	JOAN KOPANDA	491.73	25 SEP 98	PAYROLL
007692	01499	KROS, DIANE	620.67	25 SEP 98	PAYROLL
007693	01523	SHEILA MAXWELL	828.54	25 SEP 98	PAYROLL
007694	01519	KRISTINE L. MAYS	387.51	25 SEP 98	PAYROLL
007695	01514	DIANE M. OPOLSKI	442.28	25 SEP 98	PAYROLL
007696	01527	NATHAN A. PLANT	112.65	25 SEP 98	PAYROLL
007697	01516	JACKIE REAGAN	709.20	25 SEP 98	PAYROLL
007698	01512	LISA RUSHER	485.68	25 SEP 98	PAYROLL
007699	01496	SHARON SCHULENBERG	589.28	25 SEP 98	PAYROLL
007700	01524	BECKY J. SHIDE	88.00	25 SEP 98	PAYROLL
007702	01529	NANETTE T. SPEACHT	106.01	25 SEP 98	PAYROLL
007703	01510	JACK STANDISH	384.00	25 SEP 98	PAYROLL
007704	01521	PATRICIA STRINGFELLOW	495.22	25 SEP 98	PAYROLL
007705	01497	JILL TACHTIRIS	659.55	25 SEP 98	PAYROLL
007706	01522	LINDA THOMPSON	199.45	25 SEP 98	PAYROLL
007707	01525	VAN KLEY, APRIL L.	96.74	25 SEP 98	PAYROLL
007708	01518	VIRGINIA VIS	96.74	25 SEP 98	PAYROLL
007709	01520	VIRGINIA L. VIS	193.31	25 SEP 98	PAYROLL
007710	01504	WHITED, AMBER	571.63	25 SEP 98	PAYROLL
007711	01511	MARGARET M. WOODS	522.80	25 SEP 98	PAYROLL
007712	01509	LEANNE YORK	946.45	25 SEP 98	PAYROLL
017169	01411	INDIANA DEFERRED COMPENSATIO	931.56	10 SEP 98	WITHHELD FROM PAYROLL 10 SEP DAUGHERTY,KOBY,KOPANDA,SCHUL FAGEN,FILSON,STRINGFELLOW,WO MUSING ON THE MUSES-9/16/98(RAISING FUNDS/TECHNOLOGY-10/ IMPLEMENTING TECHNOLOGY-11/4
017170	01412	INCOLSA	160.00	10 SEP 98	

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RENSSELAER, IN 47978-2447

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017171	01413	NIPSCO	749.91	10 SEP 98	WHEATFIELD UTILITIES;7/13-8/
017172	01414	NORTHWESTERN INDIANA TELEPHO	150.34	10 SEP 98	SEP '98 TELEPHONE SERVICE-DE
017173	01415	TOWN OF DEMOTTE	43.12	10 SEP 98	DEMOTTE SEWER SERVICE-JULY '
017174	01416	TOWN OF WHEATFIELD SEWER WOR	41.05	10 SEP 98	WHEATFIELD SEWER SERVICE-SEP
017175	01417	A.E. BOYCE CO., INC.	351.62	14 SEP 98	PAYROLL CHECKS
017176	01418	ABE MARTIN LODGE	75.90	14 SEP 98	ROOM DEPOSIT-ILF(GR.#84)CONF 10/27 & 10/28/98,DAUGHERTY &
017177	01419	ACE HARDWARE	17.95	14 SEP 98	PROTECTIVE WATER HEATER COVE
017178	01420	AMERICAN LIBRARY ASSN	22.50	14 SEP 98	ADM.BOOK-FUTURE DRIVEN LIB.
017179	01421	AMIEE L. MCKUHEN	350.00	14 SEP 98	OFFICE'97 CLASSES
017180	01422	AMERICAN BUSINESS INFORMATIO	2000.00	14 SEP 98	AMERICAN BUSINESS DISC,9/98-
017181	01423	ASSOCIATED LIBRARIES, INC.	84.47	14 SEP 98	CHILDREN'S BOOKS
017182	01424	ANTHEM BLUE CROSS AND BLUE S	110.00	14 SEP 98	1998 COBRA ADMINISTRATION FE
017183	01425	ANTHEM BLUE CROSS AND BLUE S	2686.72	14 SEP 98	SEP.HEALTH PREMIUM-11 EMPLOY
017184	01426	AVC CORPORATION	99.00	14 SEP 98	SEP.FINANCIAL COMP. SERVICE
017185	01427	BEST BUY CO., INC.	179.96	14 SEP 98	SHARP UX-500 FAX-DEMOTTE
017186	01428	BETHANY HOUSE PUBLISHERS	8.23	14 SEP 98	BOOKS
017187	01429	BAKER & TAYLOR	6632.32	14 SEP 98	BOOKS, A.V.,GIFT BKS.
017188	01430	BIERMA HARDWARE, INC.	25.18	14 SEP 98	ALL PURPOSE CLEANER-SPRAY NI
017189	01431	CHARLOTTE FAGEN	22.50	14 SEP 98	MILEAGE
017190	01432	CHELSEA HOUSE PUBLISHERS	30.52	14 SEP 98	BOOKS
017191	01433	CULLIGAN	44.60	14 SEP 98	WATER COOLER RENTAL & WATER-
017192	01434	DAVIDSON TITLES INC.	1067.09	14 SEP 98	BOOKS
017193	01435	DEMCO	71.95	14 SEP 98	DISPLAY FRAMES,BK.TAPE,CARDS
017194	01436	DEMOTTE OFFICE SUPPLY	9.09	14 SEP 98	MULTI-MEDIA BOX,POCKET TABS-
017195	01437	DIANA KOBY	26.60	14 SEP 98	MILEAGE,CRICKET BAIT-WHEATF.
017196	01438	DIANE KROS	20.40	14 SEP 98	MILEAGE
017197	01439	DISTRICT 1 - ILF	189.00	14 SEP 98	7 EMPLOYEES-DISTRICT I,10/13
017198	01440	EDUCATORS PROGRESS SERVICE,	40.90	14 SEP 98	BOOKS
017199	01441	FACTS ON FILE NEWS SERVICES	225.00	14 SEP 98	SCIENCE ON FILE-DEM.SUBSCRIP
017200	01442	FACTS ON FILE	86.68	14 SEP 98	BOOKS-PERSONAL FORMS
017201	01443	FASE-KALUF TV & APPLIANCE	122.95	14 SEP 98	WEATHER RADIO AND ACCESSORIE
017202	01444	FASE'S WATER TREATMENT & FLO	52.50	14 SEP 98	REDOUT
017203	01445	GALE RESEARCH INC.	307.74	14 SEP 98	CURRENT LEADERS SUBSC.,CONT.
017203	01490	GALE RESEARCH INC.	-307.74	14 SEP 98	WRONG APPROPRIATION-VOID A/P
017203	01491	GALE RESEARCH INC.	307.74	14 SEP 98	CURRENT LEADERS SUBSC.,CONT.
017204	01446	GAYLORD BROS.	882.25	14 SEP 98	NOTE CUBES,OVERDUE MAILERS
017205	01447	GOODWIN FIRE EQUIPMENT	287.00	14 SEP 98	FIRE EXTINGUISHER PROGRAM
017206	01448	GROLIER PUBLISHING COMPANY	681.70	14 SEP 98	CHILDREN BOOKS
017207	01449	GTI	2082.31	14 SEP 98	PATRON CARDS
017208	01450	HERITAGE OFFICE PRODUCTS, IN	1057.17	14 SEP 98	SERV.CONTR-RENS.MITA1415,PAP CK.STORAGE BOX,CALENDAR,LAMI TYPEWRITER REPAIRS-WH.
017209	01451	INDIANA CHAMBER OF COMMERCE	100.00	14 SEP 98	EMPLOYMENT LAW HANDBOOK
017210	01452	INDIANA LIBRARY FEDERATION	154.00	14 SEP 98	ILF LEGISLATIVE/INSUR.FORUM, 10/28-29- DAUGHERTY,JUNG
017211	01453	INDIANA ONLINE USERS GROUP	20.00	14 SEP 98	7/1/98-6/30/99,MEMBERSHIP-M.
017212	01454	INDIANA UNIVERSITY	85.73	14 SEP 98	2-INDIANA FACTBOOK

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017213	01455	INGRAM	126.99	14 SEP 98	PAPERBACK BOOKS
017214	01456	JACKIE REAGAN	48.89	14 SEP 98	MILEAGE,BOOK TRIP EXPENSE
017215	01457	KC CONSTRUCTION SUPPLY CO.	151.75	14 SEP 98	CAULKING MATERIAL
017216	01458	KEM'S TRUSTWORTHY HARDWARE	6.03	14 SEP 98	ELECTRIC OUTLET MATERIALS-RE
017217	01459	KOLORTECH, INC.	342.45	14 SEP 98	4'FLUORESCENT BULBS
017218	01460	LARGE PRINT LIBRARY DISCOUNT	132.21	14 SEP 98	LARGE PRINT BOOKS
017219	01461	LISA RUSHER	26.20	14 SEP 98	MILEAGE,CIRC.COUNTERPARTS EX
017220	01462	MICHAEL STANDISH	20.00	14 SEP 98	TREE LIMB REMOVAL-RENS.
017221	01463	MICROMARKETING ASSOCIATES	93.95	14 SEP 98	MADELINE VIDEO SET
017222	01464	MIDWEST TAPE	23.90	14 SEP 98	POCAHONTAS VIDEO
017223	01465	OFFICE DEPOT	54.50	14 SEP 98	CIRCULATING CD-ROM POUCHES
017224	01466	PARSONS TECHNOLOGY	54.95	14 SEP 98	GENEALOGY GIFT BOOK-RENS.
017225	01467	PRECISION CONTROL SYSTEMS, I	12624.49	14 SEP 98	A/C COMPRESSOR-DEM.,A/C REPA
017226	01468	QUALITY BOOKS INC.	23.78	14 SEP 98	BOOKS
017227	01469	QUILL	196.76	14 SEP 98	PENS.FAX/PRINTER CARTRIDGES,
017228	01470	RACHAEL CAVINDER	30.00	14 SEP 98	MILEAGE
017229	01471	REGENT BOOK CO., INC.	31.60	14 SEP 98	BOOKS
017230	01472	RELIABLE CORPORATION	181.61	14 SEP 98	INKJET CARTRIDGES,LEGAL PADS
017231	01473	RENSSELAER REPUBLICAN	222.09	14 SEP 98	BUDGET ADS,PAGE ADS-RENS
017232	01474	SANDRA L. HESTERMAN	10.58	14 SEP 98	ENVELOPES
017233	01475	SECURITY COURIERS CORP.	976.00	14 SEP 98	TRANSPORT SERVICE,7/31-8/28/
017234	01476	SIMON & SCHUSTER SCHOOL GROU	78.64	14 SEP 98	BOOKS
017235	01477	SMITH TRUE VALUE FARM STORE	18.99	14 SEP 98	WIRELESS DOOR BELL-RENS.LIB.
017236	01478	SPRINT	1285.59	14 SEP 98	RENS.LOCAL SERVICE & DATA LI
017237	01479	SPRINT	179.66	14 SEP 98	LONG DISTANCE-AUGUST
017238	01480	SUDANCO AFFORDABLE ALTERNATI	769.65	14 SEP 98	THERMAL RECEIPT PAPER
017239	01481	T.C.& M., INC.	664.16	14 SEP 98	LIGHT/BALLAST REPAIRS/REPLAC
017240	01482	THOMAS T. BEELER, PUBLISHER	47.60	14 SEP 98	BOOK & GIFT BOOK-DEMOTTE
017241	01483	THINK TANK INFORMATION SYSTE	5100.00	14 SEP 98	BIG BLOCK-50+6 hrs
017242	01484	TOM KROOSWYK PLMBG, HTG, A.C	97.86	14 SEP 98	WATER PIPE REPAIRS-DEMOTTE
017243	01485	TREASURER OF THE STATE OF IN	8.00	14 SEP 98	ROSTER OF STATE & LOCAL OFFI
017244	01486	ULVERSCROFT LARGE PRINT BOOK	50.56	14 SEP 98	LARGE PRINT BOOKS
017245	01487	WAL-MART STORES, INC.	69.36	14 SEP 98	VIDEOS,CHILDREN CRAFT ITEMS-
017246	01488	WALSTRA FINE CUT	884.00	14 SEP 98	DEMOTTE-SHRUBS & LAWNCARE
017247	01489	WHEELER PUBLISHING, INC.	24.49	14 SEP 98	BOOK
017249	01535	ANTHEM BLUE CROSS AND BLUE S	2686.72	25 SEP 98	HEALTH PREMIUM-11 EMPLOYEES/
017250	01536	ANTHEM LIFE	79.05	25 SEP 98	GROUP LIFE,17 EMPLOYEES-OCT
017251	01537	CITY OF RENSSELAER	1565.62	25 SEP 98	RENS UTILITIES;8/10/98-9/8/9
017252	01538	INDIANA DEFERRED COMPENSATIO	931.56	25 SEP 98	WITHHELD FROM PAYROLL 25 SEP
					DAUGHERTY,KOBY,KOPANDA,SCHUL
					FAGEN,FILSON,STRINGFELLOW,WO
017253	01539	NIPSCO	2780.89	25 SEP 98	UTILITIES;DEMOTTE 8/17/98-9/
					WHEATFIELD 8/12/98-9/11/98
017254	01540	OFFICE OF CHILD SUPPORT	27.46	25 SEP 98	CASE-ID:054-66-5846-0
017255	01541	SPRINT	163.55	25 SEP 98	SEPT '98 LOCAL TELEPHONE-WHE

--TOTAL AMOUNT OF CLAIMS-- 302616.31

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 302616.31. Dated 12 OCT 98.

Gene-Marie Egan

B. W. W.

M. L. Hinz

Barbara Spitzer

James M. Stator

Donald K. Auel

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
September 30, 1998

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$2,511.40	\$19,008.14
DeMotte	\$846.29	\$7,313.73		
Rensselaer	\$1,108.76	\$7,883.41		
Wheatfield	\$556.35	\$3,811.00		
PHOTOCOPIES.....			\$552.35	\$5,395.28
DeMotte	\$225.05	\$2,110.99		
Rensselaer	\$251.25	\$2,538.95		
Wheatfield	\$76.05	\$745.34		
CARDS.....			\$72.00	\$647.00
DeMotte	\$30.00	\$187.00		
Rensselaer	\$30.00	\$344.00		
Wheatfield	\$12.00	\$116.00		
COMPUTER DISKS.....			\$2.80	\$15.50
INTEREST.....			\$3,083.71	\$13,949.50
TAXES.....			\$0.00	\$559,040.55
Property Tax	\$0.00	\$325,326.58		
Financial Institution Tax	\$0.00	\$700.86		
License Excise Tax	\$0.00	\$34,820.61		
Local Option/Certified Shares	\$0.00	\$174,710.00		
Local Option/Property Tax Repl.	\$0.00	\$20,706.50		
State Distribution	\$0.00	\$2,776.00		
REFUNDS.....			\$26.93	\$2,563.35
Program Fee	\$0.00	\$20.00		
Postage	\$10.43	\$10.43		
Utility-Telephones	\$0.00	\$3.05		
1997 Polk's Magazine Subscripti	\$0.00	\$283.96		
overpayment-Sch. Specialty	\$0.00	\$29.90		
AEC One Stop-returned cd	\$0.00	\$8.49		
Meeting reservations cancelled	\$0.00	\$259.18		
Reimbursement-INCOLSA Work	\$0.00	\$23.71		
Office Supply reimbursement	\$0.00	\$21.89		
Insurance Claim	\$0.00	\$1,851.24		
Hotel Accommodation partial reir	\$16.50	\$16.50		
Refund-Federal Reserve Bulletin	\$0.00	\$35.00		
TOTAL OPERATING FUND RECEIPTS.....			\$6,249.19	\$600,619.32
PLAC FUND.....			\$0.00	\$44.00
GIFT FUNDS.....			\$0.00	\$4,206.80
DeMotte	\$0.00	\$380.00		
Rensselaer	\$0.00	\$3,424.99		
Wheatfield	\$0.00	\$401.81		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$226,527.45
Property Tax	\$0.00	\$204,244.53		
Financial Institution Tax	\$0.00	\$439.64		
License Excise Tax	\$0.00	\$21,842.17		
Close out-Construction Account	\$0.00	\$1.11		
HOST/HOSPITALITY FUND.....			\$44.00	\$4,616.60
LIBRARY IMPROVEMENT FUND.....			\$130.93	\$1,144.39
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$0.00
DIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$0.00
TE TECHNOLOGY GRANT 1997.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$0.00	\$17.92
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$0.00
TOTAL RECEIPTS - ALL FUNDS.....			\$6,424.12	\$837,176.48

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017256	01543	ABE MARTIN LODGE	75.90	12 OCT 98	ILF (GR #84),10/27 & 10/28/9 Conf. # 49690;Daugherty & Ju
017257	01544	ALL-PHASE ELECTRIC SUPPLY CO	367.45	12 OCT 98	OUTSIDE LENS COVERS
017258	01545	AVC CORPORATION	99.00	12 OCT 98	OCT.'98 FINANCIAL COMP. AGRE
017259	01546	BAKER & TAYLOR	7247.09	12 OCT 98	BOOKS & AV MATERIALS
017260	01547	BANK ONE	550.00	12 OCT 98	REGISTRAR/PAYING AGENT FEE 9/1/97-8/31/98
017261	01548	BEST BUY CO., INC.	1338.25	12 OCT 98	VIDEOS & CD'S FAX MACHINE 3 YR.SERV. CONTR
017262	01549	CHELSEA HOUSE PUBLISHERS	16.96	12 OCT 98	BOOK
017263	01550	CHICAGO TRIBUNE	6.50	12 OCT 98	PRICE INCREASE 9/28/98-3/28/
017264	01551	COLUMBIAN PARK ZOO	215.00	12 OCT 98	CHILDREN'S PROGRAM 10/17/98-
017265	01552	CROSSWIND SERVICES, INC.	20.00	12 OCT 98	OCTOBER-INTERNET ACCESS
017266	01553	CULLIGAN	9.95	12 OCT 98	OCT. WATER COOLER RENTAL-WHE
017267	01554	DAVIDSON TITLES INC.	291.97	12 OCT 98	BOOKS
017268	01555	DEMOTTE OFFICE SUPPLY	6.82	12 OCT 98	2 BINDERS-D
017269	01556	DIANE KROS	28.80	12 OCT 98	MILEAGE
017270	01557	DIANE OPOLSKI	13.20	12 OCT 98	MILEAGE-ASK COMM. MTG
017271	01558	DIVERSITY UNIFORMS	13.90	12 OCT 98	2 NAME BADGES-BRADLEY & VIRO
017272	01559	DIVISION OF ELEVATOR SAFETY	52.00	12 OCT 98	ANNUAL INSPECTION-DEMOTTE
017273	01560	DUMAS & MORIARTY	110.00	12 OCT 98	TELEPHONE CONSULTATIONS;5/14
017274	01561	FASE'S WATER TREATMENT & FLO	35.00	12 OCT 98	REDOUT
017275	01562	GA FOODS GROUP	17.44	12 OCT 98	SUPPLIES/AVC MTG.9/16/98-REN
017276	01563	GAIL JUNG	13.20	12 OCT 98	MILEAGE
017277	01564	GAIL JUNG	43.53	12 OCT 98	RENS.PETTY CASH;POSTAGE,MTG. SHEET PROTECTORS,CNTRPRTS. S
017278	01565	GALE RESEARCH INC.	734.33	12 OCT 98	BOOKS
017279	01566	GAYLORD BROS.	159.11	12 OCT 98	GALAXY SOFTWARE MAINT.;OCT & NUMBER KIT
017280	01567	GLENDA BROWN	27.90	12 OCT 98	MILEAGE;REF.CNTRPRTS,AV TRIP
017281	01568	GLOBAL COMPUTER SUPPLIES	190.93	12 OCT 98	SOUND BLASTER,DRIVE CLEANING DATA CARTRIDGES
017282	01569	GROLIER EDUCATIONAL CORPORAT	274.54	12 OCT 98	BOOKS
017283	01570	HERITAGE OFFICE PRODUCTS, IN	244.96	12 OCT 98	MARKERS,P.CLIPS,NAME TAG HOL CALENDAR,COPIER DRUM-DEM
017284	01571	HIGHSMITH CO. INC.	101.66	12 OCT 98	POSTERS,BKMARKS,FALL DECORAT AUDIOCASSETTE CASES
017285	01572	HP PRODUCTS CORP.	395.01	12 OCT 98	URINAL BLKS.,FLOOR CLNR.,TRS HAND TOWELS,T.PAPER
017286	01573	INDIANA DEPT.OF WORKFORCE DE	116.36	12 OCT 98	3rd QUARTER UNEMPLOYMENT PAY
017287	01574	INDIANA ONLINE USERS GROUP	25.00	12 OCT 98	CATCHING UP IS HARD TO DO;11 BRADLEY
017288	01575	INDIANA STATE LIBRARY	22.00	12 OCT 98	PLAC-3rd QUARTER 1998
017289	01576	INFORMATION ACCESS COMPANY	845.50	12 OCT 98	HEALTH REF.SUBSCRIP.;10/1-12/
017290	01577	INGRAM	130.44	12 OCT 98	BOOKS
017291	01578	INSPIRATIONAL BOOK DISTRIBUT	199.86	12 OCT 98	VIDEO'S & AUDIOCASSETTE'S
017292	01579	KANKAKEE VALLEY READING COUN	10.00	12 OCT 98	MEMBERSHIP 98/99;FAGEN & KRO
017293	01580	KC CONSTRUCTION SUPPLY CO.	158.95	12 OCT 98	CAULK TO REPAIR SIDEWALK-DEM

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017294	01581	KOLORTECH, INC.	449.25	12 OCT 98	FLOURESCENT BULBS
017295	01582	LYNN DAUGHERTY	46.12	12 OCT 98	MILEAGE,EXPENSE FOR CONSULTA
017296	01583	M. LEE SMITH PUBLISHERS LLC	91.92	12 OCT 98	IND.EMPLOYMENT LAW CENTER SU
017297	01584	MICHELLE HEEKE BRADLEY	65.54	12 OCT 98	MILEAGE, EXPENSE HTML CLASS
017298	01585	NATIONAL GEOGRAPHIC SOCIETY	13.90	12 OCT 98	BOOK
017299	01586	NORTHWESTERN INDIANA TELEPHO	154.39	12 OCT 98	OCT '98 TELEPHONE SERVICE-DE
017300	01587	OOMS DISPOSAL SERVICE INC.	47.00	12 OCT 98	DISPOSAL SERVICE;10/1-12/31/
017301	01588	PATTY STRINGFELLOW	25.31	12 OCT 98	MILEAGE, INCOLSA WRKSHP.9/24
017302	01589	PEGGY WOODS	15.90	12 OCT 98	MILEAGE
017303	01590	PEN PRODUCTS	315.00	12 OCT 98	CHAIR-WHEATFIELD
017304	01591	PHILIP N. HOWARD	85.00	12 OCT 98	CAULK SIDEWLKS, REPAIR FRNT.
017305	01592	PLANNER PADS, INC.	26.95	12 OCT 98	1 PERSONAL PLANNER
017306	01593	PRECISION CONTROL SYSTEMS, I	3954.00	12 OCT 98	INSTALL VALVES,LOW WATER CUT DRAIN SYSTEM/GLYCOL,CHECK CO
017307	01594	PUBLIC EMPLOYEES' RETIREMENT	9407.77	12 OCT 98	3rd QUARTER PAYMENT 1998
017308	01595	PUBLISHING SALES CONSULTANTS	170.20	12 OCT 98	BOOKS
017309	01596	QUILL	1497.63	12 OCT 98	CONST.,COPY,COMP. PAPER,FAX LABELS,CALENDARS,TAPE,HOLE P LASER CKS.,CARTRIDGES & RIBB
017310	01597	RANDY KOBY	20.00	12 OCT 98	INSTALLING MAILBOX & REPAIRI TIMBERS-WHEATFIELD
017311	01598	REGENT BOOK CO., INC.	49.28	12 OCT 98	BOOKS
017312	01599	RELIABLE EXTERMINATORS, INC.	110.00	12 OCT 98	INTERIOR/EXTERIOR SPRAY;9/4/
017313	01600	RENSSELAER REPUBLICAN	59.45	12 OCT 98	CIRC. CLERK WANT AD;9/3-9/11
017314	01601	SECURITY COURIERS CORP.	936.96	12 OCT 98	TRANSPORT SERV.;9/4-10/2/98
017315	01602	SHEILA MAXWELL	169.50	12 OCT 98	MILEAGE
017316	01603	SPRINT	217.59	12 OCT 98	SEPT. LONG DISTANCE;REN,DEM,
017317	01604	SUNCOAST #3009	210.11	12 OCT 98	VIDEO'S
017318	01605	SUNSET PRODUCTIONS, INC.	5.00	12 OCT 98	TAPE REPLACEMENT-WARRIORS #3
017319	01606	SUPERIOR SALES & SERVICE	42.00	12 OCT 98	HELIUM CYLINDER-LITTLE COUSI
017320	01607	TYSEN'S COUNTRY GROCERY, INC	83.78	12 OCT 98	LYSOL,BOWL CLNR,AIR FRESHNRS GLASS CLNR
017321	01608	USA TODAY	119.00	12 OCT 98	ANNUAL SUBSCPT.;10/7-10/14/9
017322	01609	VAN RENSSELAER PTA	15.00	12 OCT 98	BOOTH FEE-VAN RENS. CRAFT BA
017323	01610	VIKING OFFICE PRODUCTS	210.97	12 OCT 98	SILVER MARKERS,CALENDAR,EVL
017324	01611	WAL-MART STORES, INC.	280.61	12 OCT 98	VIDEO'S,CHLDRNS.PROG.SUPPLIE
017325	01612	WALMART #1618	368.62	12 OCT 98	VIDEO'S
017326	01613	WICK'S AIR FILTER SERVICE, I	88.50	12 OCT 98	KLEEN PLEAT FILTERS-FURNACE
017327	01614	BARNES & NOBLE	104.56	12 OCT 98	BOOKS

--TOTAL AMOUNT OF CLAIMS-- 33665.32

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 33665.32. Dated 12 OCT 98.

_____	_____
_____	_____
_____	_____
_____	_____

AGENDA

**Jasper County Public Library Board of Trustees Monthly Meeting
Monday, November 9, 1998, 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Board development: Interlibrary Loan Services

Information

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Internet Use Policy Revision (R 9-12)
- D. Salary ordinance update (R 7)

General Business

- A. Town of Wheatfield request for e-mail (R 16)
- B. Technology Long Range Plan Approval (R 13)
- C. Technology grants (R17,R19)
- D. DeMotte air conditioning repairs (R 13)

Action

Action

Action

Action

Director's Report (R 17 - R 21)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes October 12, 1998
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Anne-Marie Egan, Roger Walstra, Lynn Daugherty, Don Abel, Barbara Leestma, Jim Staton. **Absent:** Mary Duggleby, Mark Heinig.

An executive session was held at 7 PM to discuss the director's work performance evaluation. The open board meeting convened at 7:25 PM.

Agenda/Consent Agenda: The Agenda and Consent Agenda items including the September Minutes, Financial Reports & Bills, Workshop attendance approval and salary ordinance update were approved on a motion by J. Staton. Motion seconded by A-M Egan. Motion passed.

Hiring practices: By consensus the board decided to retain the present policy on the employment of relatives of staff members. They also determined that making an exception to the policy is not in the best long-range interests of the library.

Director's salary: On a motion by R. Walstra, seconded by A.M. Egan, the board set the director's 1999 salary at \$44,616, and commended the director on her work performance.

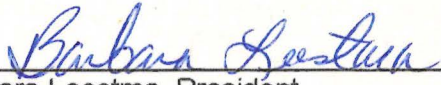
Board secretary: President B. Leestma appointed D. Abel to fill the remaining months of M. Duggleby's term as 1998 board secretary.

Friends of the Rensselaer Library: Representatives of the Board, the director, and the Rensselaer librarian will meet with officers of the Friends of the Rensselaer Library as soon as possible to discuss the role and responsibility of the Friends and to insure that the organization is operating according to the terms of their bylaws.

DeMotte Air Conditioning Problems: A letter from Precision Controls recommending a course of corrective actions was discussed. When cost estimates are received, the director will confer with board members by phone before a decision is made.

On a motion by R. Walstra, seconded by A.-M. Egan, the board adjourned at 8:25 pm.


Attest: Don Abel, Secretary


Barbara Leestma, President

R4

CIRCULATION BY PATRON CODE

October 1998

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	928	9.9%	1070	11.1%	649	14.0%	2647	11.2%
Adult Female (1)	5444	58.2%	5465	56.8%	2719	58.7%	13628	57.7%
Juvenile 0-11 (2)	1561	16.7%	1550	16.1%	578	12.5%	3689	15.6%
YA 12-17 (3)	520	5.6%	427	4.4%	185	4.0%	1132	4.8%
Nonresident No Fee (4)	83	0.9%	221	2.3%	73	1.6%	377	1.6%
Board/Staff (5)	256	2.7%	386	4.0%	316	6.8%	958	4.1%
School (6)	0	0.0%	28	0.3%	0	0.0%	28	0.1%
St. Joseph College (7)	0	0.0%	70	0.7%	0	0.0%	70	0.3%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	2	0.0%	33	0.3%	0	0.0%	35	0.1%
Corporate (10)	0	0.0%	74	0.8%	109	2.4%	183	0.8%
Reciprocal (11)	553	5.9%	296	3.1%	5	0.1%	854	3.6%
Total	9347		9620		4634		23601	
 Total items borrowed by nonresidents	 638	 6.8%	 648	 6.7%	 78	 1.7%	 1364	 5.8%

REGISTRATIONS

Borrowers--Start of month:	7151	7372	2916	17439
Borrowers--End of month:	7249	7452	2951	17652
 Non-resident, paying	 4	 18	 0	 22
PLAC card users	0	1	0	1
Reciprocal borrowers	215	125	13	353

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

October 1998

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	182	39	112	24	176	38	470	102
LOCAL HISTORY								
In person	9	3	13	4	0	0	22	6
Letters written	0	0	5	5	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	27	2	73	6	60	5	160	13
VCR Use	1	0	2	0	1	0	4	1
Microforms	0	0	120	16	0	0	120	16
CD ROM software used	47	4	119	10	31	3	197	16
Public use of FAX service	13	2	26	4	18	3	57	10
Typewriter use	5	0	5	0	2	0	12	1
Other equipment used	0	0	0	0	0	0	0	0
Dial-in OPAC access							<u>95</u>	
OTHER LIBRARY SERVICES USED								
Walking book visits	3	2	2	1	0	0	5	3
Notarized documents	4	1	1	0	0	0	5	1
Meeting Room Use (number of groups)	59	20	39	13	32	11	130	43
Study room use	12	1	3	0	0	0	15	1
INTERLIBRARY LOANS								
Requests made for:	48	12	48	12	16	4	112	28
Items rec'd for:	41	21	38	19	11	6	90	45
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0
PROGRAMS								
Programs for all ages	1	6	3	18	2	12	6	36
Children's Programs (0-13)	19	114	24	144	13	78	56	336
Number attending	457		301		134		892	
YA Programs (14-17)		0	2	12		0	2	12
Number attending	11		73		0		84	
Adult Programs	2	12	9	54	1	6	12	72
Number attending	35		148		40		223	

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
Senior Citizen Programs	2	12	2	12	0	0	4	24
Number attending	30		23		6		59	
TOTAL NO. OF PROGRAMS	23	138	37	222	14	84	74	444
TOTAL PERSONS ATTENDING	533		545		180		1258	
TOTAL STAFF HOURS SPENT		251		356		165		772
HOURS SPENT same month last yr.		236		312		134		

10/98

CIRCULATION BY ITEM FINE CODE
October 1998

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	68	41	44	153
100 (1)	53	74	26	153
200 (2)	58	67	24	149
300 (3)	195	235	90	520
400 (4)	8	25	5	38
500 (5)	54	54	41	149
600 (6)	596	396	273	1265
700 (7)	300	218	150	668
800 (8)	61	40	23	124
900 (9)	232	204	66	502
B (10)	135	65	36	236
j000 (11)	24	10	6	40
j100 (12)	6	7	3	16
j200 (13)	7	20	8	35
j300 (14)	101	82	35	218
j400 (15)	15	4	0	19
j500 (16)	197	219	150	566
j600 (17)	171	91	42	304
j700 (18)	135	182	88	405
j800 (19)	30	19	5	54
j900 (20)	93	102	49	244
jB (21)	95	46	67	208
FIC (22)	1440	1712	698	3850
yaFIC (23)	40	50	18	108
LARGE PRINT (24)	94	61	21	176
jFIC (25)	286	393	117	796
jE (26)	1716	1729	798	4243
jER (27)	683	303	178	1164
Magazines (28)	766	447	320	1533
Games/Toys (29)	0	20	0	20
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	128	219	116	463
jCassettes (33)	30	71	42	143
Compact Discs (34)	174	255	161	590
jCompact Discs (35)	0	0	2	2
Sound Recordings (36)	7	59	1	67
jSound Recordings (37)	2	7	3	12
CD ROM Software (38)	28	46	15	89
Vertical File (39)	175	75	2	252
Equipment (40)	0	1	0	1
yapFIC (41)	176	147	112	435
jpFIC (42)	302	240	91	633
Reference (43)	43	39	12	94
Genealogy (44)	0	0	0	0
jMagazines (45)	88	19	38	145
VHS (46)	567	1393	596	2556
Computer software (47)	0	0	0	0
Internet usage (49)	161	232	73	466
Free reads	463	271	74	808
Puzzles				0
Talking books		16		16
Assignment shelf books				0
TOTAL	10003	10006	4719	24728

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

												ADULT BOOKS
11508	10768	11663	10844	12602	12151	12696	12221	7340	7738	7427	7790	Fiction
14137	11642	14257	11721	18852	16711	18922	16762	7069	5710	7095	5739	Nonfiction
												CHILDREN'S BKS
8607	8108	8801	8162	10491	9946	10620	10045	5646	5730	5780	5823	Fiction
5360	5032	5395	5058	7224	6842	7255	6845	3086	3162	3118	3182	Nonfiction
												0 MAGAZINES, ADLT
												0 MAGAZINES, CH
2	2	2	2	373	160	371	158	3	3	3	3	GRAPHIC MAT'L
0	0	0	0	0	0	0	0			0	0	MICROFORMS
1154	1023	1158	1026	2274	1712	2282	1720	1218	1117	1218	1116	SOUND REC.,ADULT
177	176	178	177	172	174	175	174	20	20	25	23	SOUND REC., CH
15	12	19	15	21	15	32	26	9	10	12	12	CD ROM SOFTWARE
4	2	4	2	87	23	87	23	113	58	113	58	SOFTWARE
												0 VERTICAL FILE
997	952	1001	955	1279	1231	1282	1231	748	684	749	685	VHS
1	1	1	1	1	1	1	1	0	0	0	0	EQUIPMENT
41962	37718	42479	37963	53376	48966	53723	49206	25252	24232	25540	24431	TOTAL
XXX XXXXX XXXXX XXXXX XXXXX XXXXXXXXXXXX												

Salary Ordinance 1998
November 1998 update

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	Start Date	Raise Date(s)
Colvin, Valerie	Clerk	\$6.00	\$2,355.42	27	R	8/19/98	Clerk: 10/12
Yentes, Denise	Page	\$5.15	\$370.80	9	R	11/4/98	

Valerie Colvin, who recently began working for us again as a 9 hour per week page, is taking Justin Copley's 27 hour per week clerk position. Justin left last month for another job. Valerie was a former clerk here until she left to work for the Rensselaer School Corporation.

Denise Yentes is taking Valerie's 9 hour per week page position.

<u>James M. Staton</u>	<u>Boz Whit</u>
<u>Barbara Lustina</u>	<u></u>
<u>Mark Hining</u>	<u></u>
<u>Gene-marie Egan</u>	<u></u>

MEMORANDUM

Meeting Room Policy Internet Acceptable Use Policy

Summary: The Policy Committee recommends no changes in the Meeting Room Policy. They recommend a change in the Internet Acceptable Use Policy e-mail provision as noted on R 17.

Discussion: Although the Internet Acceptable Use Policy is *not* due for review this month, the Policy Committee recommends the change noted on the accompanying policy. We do not allow patrons to access e-mail or chatrooms on the public workstations. We want to keep the restriction against the chatrooms, but recommend relaxing the policy on e-mail. (You will notice that we removed the words "Usenet groups". This is because we found that they are a form of newsgroups.)

Many patrons subscribe to free e-mail services. Hotmail is one example, as is Netscape's Webmail. Accessing this type of mail does not require that the patron change any of our settings (mail preferences). We feel we effectively limit abuse of e-mail privileges simply by restricting patrons to 1/2 hour on a workstation when others are waiting. We have had a number of persons from out of town or even out of the country who very much appreciate this chance to check their e-mail

Vote: To leave the Meeting Room Policy as presently written and accept the recommendation of the Policy Committee change the Internet Acceptable Use Policy to allow patron access to free e-mail services found on the web.

Jasper County Public Library Internet Acceptable Use Policy Agreement

The Internet is a network of networks, changing constantly, making a wealth of information available to users. The Jasper County Public Library (JCPL) Internet access is offered to give free, open and equal access to ideas and information.

JCPL has the right to set and enforce rules and regulations concerning the use of the Internet access and to change those rules at any time, without notice.

The user agrees to abide by the following agreements and statements:

1. Because the Internet provides access to networks around the world, users (and parents of users, if user is under 18 years of age) specifically understand that JCPL has no control over the content of information residing on the Internet. The Library specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Minor children (under age 18) must have parental permission to use Internet workstations. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should monitor usage of the system.

2. JCPL makes no warranties, expressed or implied, for the service it is providing. The Library will not be responsible for any damages suffered, including lost data, information or income.
3. JCPL's public Internet workstations are not to be used to access the user's e-mail, nor to access newsgroups, BBS's, Usenet groups, or chatrooms.

Change to: JCPL's public Internet workstations may not be used to access newsgroups, BBs's, or chatrooms. Mail preferences on public Internet workstations may not be changed in order to access e-mail. E-mail that does not require these changes is allowable.

4. Users must refrain from inappropriate Internet conduct. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet to violate any local, state or federal statute
 - use of the network to send, receive or display text or graphics that may be reasonably construed as obscene or offensive
 - use of the network for solicitation, advertisement, or for any other commercial purposes.

- engaging in harassing behavior such as sending or posting slanderous, libelous, or threatening messages
 - other activities that could interfere with or disrupt network users, services, or equipment
5. Because the library is a public place, staff has the authority to end an Internet session when inappropriate material displays on the screen.
 6. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice or hearing, for abusive conduct or violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Acceptable Use Policy.
 7. All communications and information accessible via the network should be assumed to be private property. Copyright restrictions may not be violated.
 8. The Library reserves the right to limit the amount of time users may spend online.
 9. Users of the Internet have access to thousands of networks. Each network or system has its own set of policies and procedures. Actions which are routinely allowed on one network/system may be controlled, or even forbidden, on other networks. It is the user's responsibility to abide by the policies and procedures of these other network/systems.

In consideration for the privilege of using JCPL's Internet access, and for having access to the information contained on the Internet, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

CD ROM workstations, which also give users access through the Internet to INSPIRE databases, are accessible to all patrons. Parental consent is not required for minors.

JCPL FINANCIAL STATEMENT

October 30, 1998

	<u>Beginning 1998 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$393,470.00	\$4,130.85	\$604,750.17	\$87,551.58	\$943,813.23	\$54,406.94
Investments						
Public Library Access Card Fund	\$42.00	\$44.00	\$88.00	\$0.00	\$64.00	\$66.00
Gift Fund	\$4,544.76	\$115.00	\$4,321.80	\$75.72	\$2,099.20	\$6,767.36
DeMotte	\$439.18	\$15.00	\$395.00	\$0.00	\$610.91	\$223.27
Rensselaer	\$3,164.00	\$0.00	\$3,424.99	\$58.77	\$675.57	\$5,913.42
Wheatfield	\$941.58	\$100.00	\$501.81	\$16.95	\$812.72	\$630.67
Bond & Interest Redemption Fund	\$89,745.44	\$0.00	\$226,527.45	\$550.00	\$95,282.50	\$220,990.39
Investments	\$200,000.00					
Host/Hospitality Fund	\$0.00	\$68.94	\$4,685.54	\$68.94	\$4,671.94	\$13.60
Library Improvement Reserve Fund	\$29,752.43	\$127.04	\$1,271.43	\$0.00	\$0.00	\$31,023.86
Investments	\$0.00					
Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$82.55	\$0.00	\$0.00	\$0.00	\$0.00	\$82.55
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$90.48	\$0.00	\$0.00	\$5.48	\$13.93	\$76.55
Indiana Technology Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Technology Grant 1997	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$638.83	\$0.00	\$17.92	\$0.00	\$656.75	\$0.00
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
State Tax Collected	\$1,520.85	\$0.00	\$0.00	(\$12.04)	\$9.29	\$1,511.56
County Tax Collected	\$435.40	\$0.00	\$0.00	(\$3.55)	(\$15.67)	\$451.07
#125 Plan				(\$1,131.95)	\$0.16	(\$0.16)
Employee Health Insur.	\$343.20	\$0.00	\$0.00	\$0.00	\$343.20	\$0.00
Employee P.E.R.F.	\$3,443.89	\$0.00	\$0.00	\$2,348.50	\$2,264.43	\$1,179.46
TOTAL ALL FUNDS.....	\$524,309.83	\$4,485.83	\$841,662.31	\$89,452.68	\$1,049,202.96	\$316,769.18

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Oct 98

1.	BANK ONE CHECKING	.00
2.	BANK ONE-CONSTRUCTION FUND SAV	.00
3.	BANK ONE-LIRF	31023.86
4.	PEOPLES STATE BANK	80664.64
5.	DEMOTTE STATE BANK	4880.68
6.	CASH ON HAND	200.00
7.		.00
8.		.00
9.	PINNACLE BANK CD #1030210	.00
10.	PINNACLE BANK CD #1030468	.00
11.	PINNACLE BANK CD #1030699	.00
12.	PINNACLE BANK CD #7121000758	.00
13.	PINNACLE BANK CD #7121000757	200000.00
14.		.00
15.		.00

TOTAL ALL BANK ACCOUNTS 316769.18

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 30 Oct 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
07 DEC 98	7121000757	PINNACLE BANK	181 DAY	200000.00	5.55	BIRF	09 JUN 98	.00	
		--TOTALS--		200000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 30 Oct 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
20 MAR 98	1030468	PINNACLE BANK	91 DAY	225000.00	5.69	OP-135500;B	19 DEC 97	3191.86	
29 JAN 98	1030210	PINNACLE	30 DAY	150000.00	5.58	OPER	12/30/97	687.95	
22 JUN 98	1030699	PINNACLE BANK	45 DAYS	275000.00	5.45	135000-OP;1	08 MAY 98	1847.77	
09 SEP 98	7121000758	PINNACLE BANK	92 DAY	200000.00	5.45	OP-179000;B	09 JUN 98	2785.56	
		--TOTALS--		850000.00				8513.14	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----
30 Oct 98

F3a

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	43056.00	3588.00	35815.00	7241.00	83.2
1.12	SALARY OF ASSISTANTS	549551.33	41894.16	421571.23	127980.10	76.7
1.13	WAGES OF JANITORS	36144.89	2804.01	27478.74	8666.15	76.0
1.21	EMPLOYER'S SHARE-FICA	48172.94	3607.28	36438.76	11734.18	75.6
1.22	UNEMPLOYMENT COMPENSATION	3845.00	116.36	1673.61	2171.39	43.5
1.23	EMPLOYER'S CONTRIB.- PERF	25401.00	5879.81	24451.70	949.30	96.3
1.24	EMPLOYER'S CONTRIB.- INS.	16800.00	79.05	13008.78	3791.22	77.4
1.31	OTHER PERSONAL SERVICES	1500.00	.00	320.00	1180.00	21.3
2.11	OFFICIAL RECORDS	1200.00	.00	972.34	227.66	81.0
2.12	STATIONERY AND PRINTING	700.00	.00	.00	700.00	.0
2.13	OTHER OFFICE SUPPLIES	5229.90	1631.17	5730.33	-500.43	109.6
2.21	CLEANING & SANITATION SUPPLIES	3700.00	396.89	2788.37	911.63	75.4
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	1.12	18.88	5.6
2.23	OTHER OPERATING SUPPLIES	4000.00	531.15	4332.01	-332.01	108.3
2.31	BUILDING MATERIALS & SUPPLIES	1500.00	649.90	1282.31	217.69	85.5
2.32	PAINT AND PAINTING SUPPLIES	300.00	.00	.00	300.00	.0
2.33	REPAIR PARTS	500.00	.00	78.30	421.70	15.7
2.41	LIBRARY SUPPLIES	5500.00	145.79	3288.25	2211.75	59.8
2.42	AUTOMATION SUPPLIES	4300.00	56.27	4370.49	-70.49	101.6
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	2500.00	110.00	597.50	1902.50	23.9
3.14	OTHER PROFESSIONAL SERVICES	9400.00	215.00	3198.00	6202.00	34.0
3.21	TELEPHONE	12000.00	1032.16	10055.98	1944.02	83.8
3.22	POSTAGE	6660.43	25.68	3632.43	3028.00	54.5
3.23	TRAVELING EXPENSE	5000.00	383.70	4474.53	525.47	89.5
3.24	PROFESSIONAL MEETINGS	6724.39	314.40	7238.00	-513.61	107.6
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17600.00	807.40	9190.61	8409.39	52.2
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	74.45	515.31	484.69	51.5
3.32	OTHER PRINTING	200.00	.00	.00	200.00	.0
3.41	OFFICIAL BONDS	310.00	.00	160.00	150.00	51.6
3.42	OTHER INSURANCE	18000.00	.00	12945.00	5055.00	71.9
3.51	GAS	27000.00	432.72	11858.49	15141.51	43.9
3.52	ELECTRICITY	51000.00	3854.14	36350.56	14649.44	71.3
3.53	WATER	1000.00	50.15	732.55	267.45	73.3
3.54	WASTE DISPOSAL SERVICES	2500.00	215.77	1857.55	642.45	74.3
3.61	BUILDING & STRUCTURES	35000.00	4221.00	34195.77	804.23	97.7
3.62	EQUIPMENT	8851.24	189.90	11845.49	-2994.25	133.8
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	203.50	21.50	90.4
3.91	DUES	2400.00	10.00	1125.00	1275.00	46.9
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	50000.00	.00	.00	50000.00	.0
3.95	SERVICE CONTRACTS	10000.00	936.96	8166.90	1833.10	81.7
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	28000.00	239.00	6877.24	21122.76	24.6
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	37315.00	364.99	20828.04	16486.96	55.8
4.51	BOOKS	145043.78	9277.65	124740.38	20303.40	86.0
4.52	PERIODICALS & NEWSPAPERS	38035.00	148.48	18263.15	19771.85	48.0
4.53	NONPRINTED MATERIALS	36000.00	3258.24	31159.91	4840.09	86.6
	TOTAL	430255.00	27551.50	262212.00	168043.00	73.4

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
DEBIT	01662	DEMOTTE STATE BANK	20.50	09 OCT 98	BANK DEBIT FOR DEPOSIT SLIPS
EFT DEBIT	01712	INTERNAL REVENUE SERVICE CEN	5970.06	23 OCT 98	FICA & FED TAXES WITHHELD 23 REF. #44394987, TRANSFER 26
FED EFT	01660	INTERNAL REVENUE SERVICE CEN	5920.10	09 OCT 98	FICA & FED TAXES WITHHELD 09 REF.#43078319, TRANSFER 13 0
IND. EFT	01661	INDIANA DEPARTMENT OF REVENUE	1947.04	09 OCT 98	STATE & LOCAL TAX WITHHELD 5 VERIF. #31,REF #92113,10/9/9
007713	01652	AMBER M. BAGGERLY	92.85	09 OCT 98	PAYROLL
007714	01626	MARLENE BEEDLE	520.57	09 OCT 98	PAYROLL
007715	01653	ERIN M. BOER	106.67	09 OCT 98	PAYROLL
007716	01633	BRADLEY, MICHELLE HEEKE	907.67	09 OCT 98	PAYROLL
007717	01620	GLENDA BROWN	639.89	09 OCT 98	PAYROLL
007718	01623	RENEE CARR	451.32	09 OCT 98	PAYROLL
007719	01628	CAVINDER, RACHAEL D.	611.06	09 OCT 98	PAYROLL
007720	01651	VALERIE A. COLVIN	87.06	09 OCT 98	PAYROLL
007721	01645	JUSTIN F. COPLEY	258.52	09 OCT 98	PAYROLL
007722	01622	LYNN DAUGHERTY	996.86	09 OCT 98	PAYROLL
007723	01649	JENNIFER L. EVERS	240.83	09 OCT 98	PAYROLL
007724	01615	CHARLOTTE FAGEN	398.80	09 OCT 98	PAYROLL
007725	01635	STEPHANIE D. FILSON	489.05	09 OCT 98	PAYROLL
007726	01647	KELLY M. GUDEMAN	83.11	09 OCT 98	PAYROLL
007727	01637	SANDRA L. HESTERMAN	406.14	09 OCT 98	PAYROLL
007728	01625	ROSE E. HOWARD	481.16	09 OCT 98	PAYROLL
007729	01650	TRISHA K. HUHN	89.16	09 OCT 98	PAYROLL
007730	01627	GAIL M. JUNG	689.31	09 OCT 98	PAYROLL
007731	01621	DIANA KOBY	469.81	09 OCT 98	PAYROLL
007732	01618	JOAN KOPANDA	450.98	09 OCT 98	PAYROLL
007733	01619	KROS, DIANE	569.05	09 OCT 98	PAYROLL
007734	01643	SHEILA MAXWELL	828.54	09 OCT 98	PAYROLL
007735	01639	KRISTINE L. MAYS	403.04	09 OCT 98	PAYROLL
007736	01634	DIANE M. OPOLSKI	360.44	09 OCT 98	PAYROLL
007737	01646	NATHAN A. PLANT	96.81	09 OCT 98	PAYROLL
007738	01636	JACKIE REAGAN	709.20	09 OCT 98	PAYROLL
007739	01632	LISA RUSHER	578.47	09 OCT 98	PAYROLL
007740	01616	SHARON SCHULENBERG	589.28	09 OCT 98	PAYROLL
007741	01648	NANETTE T. SPEACHT	47.13	09 OCT 98	PAYROLL
007742	01630	JACK STANDISH	394.57	09 OCT 98	PAYROLL
007743	01641	PATRICIA STRINGFELLOW	495.22	09 OCT 98	PAYROLL
007744	01617	JILL TACHTIRIS	627.40	09 OCT 98	PAYROLL
007745	01642	LINDA THOMPSON	249.58	09 OCT 98	PAYROLL
007746	01644	VAN KLEY, APRIL L.	104.78	09 OCT 98	PAYROLL
007747	01654	VIROK, ROSE MARIE	63.33	09 OCT 98	PAYROLL
007748	01638	VIRGINIA VIS	67.72	09 OCT 98	PAYROLL
007749	01640	VIRGINIA L. VIS	200.22	09 OCT 98	PAYROLL
007750	01624	WHITED, AMBER	488.39	09 OCT 98	PAYROLL
007751	01631	MARGARET M. WOODS	522.80	09 OCT 98	PAYROLL
007752	01629	LEANNE YORK	946.45	09 OCT 98	PAYROLL
007754	01700	AMBER M. BAGGERLY	72.48	23 OCT 98	PAYROLL

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007755	01674	MARLENE BEEDLE	514.03	23 OCT 98	PAYROLL
007756	01701	ERIN M. BOER	72.48	23 OCT 98	PAYROLL
007757	01681	BRADLEY, MICHELLE HEEKE	907.67	23 OCT 98	PAYROLL
007758	01668	GLENDA BROWN	639.89	23 OCT 98	PAYROLL
007759	01671	RENEE CARR	511.70	23 OCT 98	PAYROLL
007760	01676	CAVINDER, RACHAEL D.	493.01	23 OCT 98	PAYROLL
007761	01699	VALERIE A. COLVIN	163.51	23 OCT 98	PAYROLL
007762	01693	JUSTIN F. COPLE	150.28	23 OCT 98	PAYROLL
007763	01670	LYNN DAUGHERTY	996.86	23 OCT 98	PAYROLL
007764	01697	JENNIFER L. EVERS	240.83	23 OCT 98	PAYROLL
007765	01663	CHARLOTTE FAGEN	398.80	23 OCT 98	PAYROLL
007766	01683	STEPHANIE D. FILSON	489.05	23 OCT 98	PAYROLL
007767	01695	KELLY M. GUDAMAN	55.41	23 OCT 98	PAYROLL
007768	01685	SANDRA L. HESTERMAN	327.87	23 OCT 98	PAYROLL
007769	01673	ROSE E. HOWARD	566.24	23 OCT 98	PAYROLL
007770	01698	TRISHA K. HUNN	96.67	23 OCT 98	PAYROLL
007771	01675	GAIL M. JUNG	689.31	23 OCT 98	PAYROLL
007772	01669	DIANA KOBY	545.30	23 OCT 98	PAYROLL
007773	01666	JOAN KOPANDA	505.30	23 OCT 98	PAYROLL
007774	01667	KROS, DIANE	639.09	23 OCT 98	PAYROLL
007775	01691	SHEILA MAXWELL	828.54	23 OCT 98	PAYROLL
007776	01687	KRISTINE L. MAYS	366.82	23 OCT 98	PAYROLL
007777	01682	DIANE M. OPOLSKI	379.54	23 OCT 98	PAYROLL
007778	01694	NATHAN A. PLANT	117.94	23 OCT 98	PAYROLL
007779	01684	JACKIE REAGAN	709.20	23 OCT 98	PAYROLL
007780	01680	LISA RUSHER	532.08	23 OCT 98	PAYROLL
007781	01664	SHARON SCHULENBERG	530.43	23 OCT 98	PAYROLL
007782	01696	NANETTE T. SPEACHT	101.48	23 OCT 98	PAYROLL
007783	01678	JACK STANDISH	415.67	23 OCT 98	PAYROLL
007784	01689	PATRICIA STRINGFELLOW	495.22	23 OCT 98	PAYROLL
007785	01665	JILL TACHIRIS	655.97	23 OCT 98	PAYROLL
007786	01690	LINDA THOMPSON	244.72	23 OCT 98	PAYROLL
007787	01692	VAN KLEY, APRIL L.	96.74	23 OCT 98	PAYROLL
007788	01702	VIROK, ROSE MARIE	79.15	23 OCT 98	PAYROLL
007789	01686	VIRGINIA VIS	135.44	23 OCT 98	PAYROLL
007790	01688	VIRGINIA L. VIS	186.41	23 OCT 98	PAYROLL
007791	01672	WHITED, AMBER	577.59	23 OCT 98	PAYROLL
007792	01679	MARGARET M. WOODS	522.80	23 OCT 98	PAYROLL
007793	01677	LEANNE YORK	946.45	23 OCT 98	PAYROLL
017256	01543	ABE MARTIN LODGE	75.90	12 OCT 98	ILF (GR #84), 10/27 & 10/28/9 Conf. # 49690; Daugherty & Ju
017257	01544	ALL-PHASE ELECTRIC SUPPLY CO	367.45	12 OCT 98	OUTSIDE LENS COVERS
017258	01545	AVC CORPORATION	99.00	12 OCT 98	OCT. '98 FINANCIAL COMP. AGRE
017259	01546	BAKER & TAYLOR	7247.09	12 OCT 98	BOOKS & AV MATERIALS
017260	01547	BANK ONE	550.00	12 OCT 98	REGISTRAR/PAYING AGENT FEE 9/1/97-8/31/98
017261	01548	BEST BUY CO., INC.	1338.25	12 OCT 98	VIDEOS & CD'S FAX MACHINE 3 YR.SERV. CONTR

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017262	01549	CHELSEA HOUSE PUBLISHERS	16.96	12 OCT 98	BOOK
017263	01550	CHICAGO TRIBUNE	6.50	12 OCT 98	PRICE INCREASE 9/28/98-3/28/
017264	01551	COLUMBIAN PARK ZOO	215.00	12 OCT 98	CHILDREN'S PROGRAM 10/17/98-
017265	01552	CROSSWIND SERVICES, INC.	20.00	12 OCT 98	OCTOBER-INTERNET ACCESS
017266	01553	CULLIGAN	9.95	12 OCT 98	OCT. WATER COOLER RENTAL-WHE
017267	01554	DAVIDSON TITLES INC.	291.97	12 OCT 98	BOOKS
017268	01555	DEMOTTE OFFICE SUPPLY	6.82	12 OCT 98	2 BINDERS-D
017269	01556	DIANE KROS	28.80	12 OCT 98	MILEAGE
017270	01557	DIANE OPOLSKI	13.20	12 OCT 98	MILEAGE-ASK COMM. MTG
017271	01558	DIVERSITY UNIFORMS	13.90	12 OCT 98	2 NAME BADGES-BRADLEY & VIRO
017272	01559	DIVISION OF ELEVATOR SAFETY	52.00	12 OCT 98	ANNUAL INSPECTION-DEMOTTE
017273	01560	DUMAS & MORIARTY	110.00	12 OCT 98	TELEPHONE CONSULTATIONS;5/14
017274	01561	FASE'S WATER TREATMENT & FLO	35.00	12 OCT 98	REDOUT
017275	01562	GA FOODS GROUP	17.44	12 OCT 98	SUPPLIES/AVC MTG.9/16/98-REN
017276	01563	GAIL JUNG	13.20	12 OCT 98	MILEAGE
017277	01564	GAIL JUNG	43.53	12 OCT 98	RENS.PETTY CASH;POSTAGE,MTG. SHEET PROTECTORS,CNTRPRTS. S
017278	01565	GALE RESEARCH INC.	734.33	12 OCT 98	BOOKS
017279	01566	GAYLORD BROS.	159.11	12 OCT 98	GALAXY SOFTWARE MAINT.;OCT & NUMBER KIT
017280	01567	GLENDA BROWN	27.90	12 OCT 98	MILEAGE;REF.CNTRPRTS,AV TRIP
017281	01568	GLOBAL COMPUTER SUPPLIES	190.93	12 OCT 98	SOUND BLASTER,DRIVE CLEANING DATA CARTRIDGES
017282	01569	GROLIER EDUCATIONAL CORPORAT	274.54	12 OCT 98	BOOKS
017283	01570	HERITAGE OFFICE PRODUCTS, IN	244.96	12 OCT 98	MARKERS,P.CLIPS,NAME TAG HOL CALENDAR,COPIER DRUM-DEM
017284	01571	HIGHSMITH CO. INC.	101.66	12 OCT 98	POSTERS,BKMARKS,FALL DECORAT AUDIOCASSETTE CASES
017285	01572	HP PRODUCTS CORP.	395.01	12 OCT 98	URINAL BLKS.,FLOOR CLNR.,TRS HAND TOWELS,T.PAPER
017286	01573	INDIANA DEPT.OF WORKFORCE DE	116.36	12 OCT 98	3rd QUARTER UNEMPLOYMENT PAY
017287	01574	INDIANA ONLINE USERS GROUP	25.00	12 OCT 98	CATCHING UP IS HARD TO DO;11 BRADLEY
017288	01575	INDIANA STATE LIBRARY	22.00	12 OCT 98	PLAC-3rd QUARTER 1998
017289	01576	INFORMATION ACCESS COMPANY	845.50	12 OCT 98	HEALTH REF.SUBSCRIP.;10/1-12/
017290	01577	INGRAM	130.44	12 OCT 98	BOOKS
017291	01578	INSPIRATIONAL BOOK DISTRIBUT	199.86	12 OCT 98	VIDEO'S & AUDIOCASSETTE'S
017292	01579	KANKAKEE VALLEY READING COUN	10.00	12 OCT 98	MEMBERSHIP 98/99;FAGEN & KRO
017293	01580	KC CONSTRUCTION SUPPLY CO.	158.95	12 OCT 98	CAULK TO REPAIR SIDEWALK-DEM
017294	01581	KOLORTECH, INC.	449.25	12 OCT 98	FLOURESCENT BULBS
017295	01582	LYNN DAUGHERTY	46.12	12 OCT 98	MILEAGE,EXPENSE FOR CONSULTA
017296	01583	M. LEE SMITH PUBLISHERS LLC	91.92	12 OCT 98	IND.EMPLOYMENT LAW CENTER SU
017297	01584	MICHELLE HEEKE BRADLEY	65.54	12 OCT 98	MILEAGE, EXPENSE HTML CLASS
017298	01585	NATIONAL GEOGRAPHIC SOCIETY	13.90	12 OCT 98	BOOK
017299	01586	NORTHWESTERN INDIANA TELEPHO	154.39	12 OCT 98	OCT '98 TELEPHONE SERVICE-DE
017300	01587	OOMS DISPOSAL SERVICE INC.	47.00	12 OCT 98	DISPOSAL SERVICE;10/1-12/31/
017301	01588	PATTY STRINGFELLOW	25.31	12 OCT 98	MILEAGE, INCOLSA WRKSH.9/24
017302	01589	PEGGY WOODS	15.90	12 OCT 98	MILEAGE

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017303	01590	PEN PRODUCTS	315.00	12 OCT 98	CHAIR-WHEATFIELD
017304	01591	PHILIP N. HOWARD	85.00	12 OCT 98	CAULK SIDEWLKS, REPAIR FRNT.
017305	01592	PLANNER PADS, INC.	26.95	12 OCT 98	1 PERSONAL PLANNER
017306	01593	PRECISION CONTROL SYSTEMS, I	3954.00	12 OCT 98	INSTALL VALVES,LOW WATER CUT DRAIN SYSTEM/GLYCOL,CHECK CO
017307	01594	PUBLIC EMPLOYEES' RETIREMENT	9407.77	12 OCT 98	3rd QUARTER PAYMENT 1998
017308	01595	PUBLISHING SALES CONSULTANTS	170.20	12 OCT 98	BOOKS
017309	01596	QUILL	1497.63	12 OCT 98	CONST.,COPY,COMP. PAPER,FAX LABELS,CALENDARS,TAPE,HOLE P LASER CKS.,CARTRIDGES & RIBB
017310	01597	RANDY KOOY	20.00	12 OCT 98	INSTALLING MAILBOX & REPAIRI TIMBERS-WHEATFIELD
017311	01598	REGENT BOOK CO., INC.	49.28	12 OCT 98	BOOKS
017312	01599	RELIABLE EXTERMINATORS, INC.	110.00	12 OCT 98	INTERIOR/EXTERIOR SPRAY;9/4/
017313	01600	RENSSELAER REPUBLICAN	59.45	12 OCT 98	CIRC. CLERK WANT AD;9/3-9/11
017314	01601	SECURITY COURIERS CORP.	936.96	12 OCT 98	TRANSPORT SERV.;9/4-10/2/98
017315	01602	SHEILA MAXWELL	169.50	12 OCT 98	MILEAGE
017316	01603	SPRINT	217.59	12 OCT 98	SEPT. LONG DISTANCE;REN,DEM,
017317	01604	SUNCOAST #3009	210.11	12 OCT 98	VIDEO'S
017318	01605	SUNSET PRODUCTIONS, INC.	5.00	12 OCT 98	TAPE REPLACEMENT-WARRIORS #3
017319	01606	SUPERIOR SALES & SERVICE	42.00	12 OCT 98	HELIUM CYLINDER-LITTLE COUSI
017320	01607	TYSEN'S COUNTRY GROCERY, INC	83.78	12 OCT 98	LYSOL,BOWL CLNR,AIR FRESHNRS GLASS CLNR
017321	01608	USA TODAY	119.00	12 OCT 98	ANNUAL SUBSCPT.;10/7-10/14/9
017322	01609	VAN RENSSELAER PTA	15.00	12 OCT 98	BOOTH FEE-VAN RENS. CRAFT BA
017323	01610	VIKING OFFICE PRODUCTS	210.97	12 OCT 98	SILVER MARKERS,CALENDAR,EVLP
017324	01611	WAL-MART STORES, INC.	280.61	12 OCT 98	VIDEO'S,CHLDRNS.PROG.SUPPLIE
017325	01612	WALMART #1618	368.62	12 OCT 98	VIDEO'S
017326	01613	WICK'S AIR FILTER SERVICE, I	88.50	12 OCT 98	KLEEN PLEAT FILTERS-FURNACE
017327	01614	BARNES & NOBLE	104.56	12 OCT 98	BOOKS
017328	01655	INDIANA DEFERRED COMPENSATIO	931.56	09 OCT 98	WITHHELD FROM 09 OCT 98 PAYR DAUGHERTY,KOORY,KOPANDA,SCHUL FAGEN,FILSON,STRINGFELLOW,WO
017329	01656	OFFICE OF CHILD SUPPORT	27.46	09 OCT 98	CASE ID#054-66-5846-0 WITHHE
017330	01657	SPRINT	1284.69	09 OCT 98	RENS. LOCAL & DATA LINE OCT.
017331	01658	TOWN OF DEMOTTE	43.12	09 OCT 98	SEWER SERVICE AUGUST-DEMOTTE
017332	01659	TOWN OF WHEATFIELD SEWER WOR	41.05	09 OCT 98	SEWER SERVICE-OCTOBER, WHEAT
017333	01703	ANTHEM LIFE	79.05	23 OCT 98	NOVEMBER PREMIUM-17 EMPLOYEE
017334	01704	CITY OF RENSSELAER	1812.74	23 OCT 98	RENS. UTILITIES,9/8-10/9/98
017335	01705	INDIANA LIBRARY FEDERATION	135.00	23 OCT 98	RAZOR SHARP REF. WORKSHOP-OP STRINGFELLOW,& HESTERMAN.11/
017336	01706	INCOLSA	21.00	23 OCT 98	BOOKKEEPING WKSHP,JUNG,RUSHE DAUGHERTY, 11/5/98,TIPPECANO
017337	01707	INDIANA DEFERRED COMPENSATIO	931.56	23 OCT 98	WITHHELD FROM 23 OCT 98 PAYR DAUGHERTY,KOORY,SCHULENBERG,K FAGEN,FILSON,STRINGFELLOW, W
017338	01708	INDIANA VISUAL & AUDIO NETWO	12.00	23 OCT 98	IVAN FULL BOARD MTG-BRADLEY,
017339	01709	OFFICE OF CHILD SUPPORT	27.46	23 OCT 98	CASE ID #054-66-5846-0

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017340	01710	NIPSCO	2608.87	23 OCT 98	UTILITES-WHEATFIELD:9/11-10/ DEMOTTE:9/15-10/15/98
017341	01711	SPRINT	162.89	23 OCT 98	WHEATFIELD PHONES,LOCAL-OCTO
--TOTAL AMOUNT OF CLAIMS--			89452.68		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 5 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 89452.68. Dated 09 NOV 98.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
October 30, 1998

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	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$2,747.03	\$21,755.17
DeMotte	\$1,083.57	\$8,397.30		
Rensselaer	\$947.57	\$8,830.98		
Wheatfield	\$715.89	\$4,526.89		
PHOTOCOPIES.....			\$712.28	\$6,107.56
DeMotte	\$310.59	\$2,421.58		
Rensselaer	\$287.34	\$2,826.29		
Wheatfield	\$114.35	\$859.69		
CARDS.....			\$104.00	\$751.00
DeMotte	\$28.00	\$215.00		
Rensselaer	\$50.00	\$394.00		
Wheatfield	\$26.00	\$142.00		
COMPUTER DISKS.....			\$1.40	\$16.90
INTEREST.....			\$566.14	\$14,515.64
TAXES.....			\$0.00	\$559,040.55
Property Tax	\$0.00	\$325,326.58		
Financial Institution Tax	\$0.00	\$700.86		
License Excise Tax	\$0.00	\$34,820.61		
Local Option/Certified Shares	\$0.00	\$174,710.00		
Local Option/Property Tax Repl.	\$0.00	\$20,706.50		
State Distribution	\$0.00	\$2,776.00		
REFUNDS.....			\$0.00	\$2,563.35
Program Fee	\$0.00	\$20.00		
Postage	\$0.00	\$10.43		
Utility-Telephones	\$0.00	\$3.05		
1997 Polk's Magazine Subscripti	\$0.00	\$283.96		
overpayment-Sch. Specialty	\$0.00	\$29.90		
AEC One Stop-returned cd	\$0.00	\$8.49		
Meeting reservations cancelled	\$0.00	\$259.18		
Reimbursement-INCOLSA Work:	\$0.00	\$23.71		
Office Supply reimbursement	\$0.00	\$21.89		
Insurance Claim	\$0.00	\$1,851.24		
Hotel Accommodation partial reir	\$0.00	\$16.50		
Refund-Federal Reserve Bulletin	\$0.00	\$35.00		
TOTAL OPERATING FUND RECEIPTS.....			\$4,130.85	\$604,750.17
PLAC FUND.....			\$44.00	\$88.00
GIFT FUNDS.....			\$115.00	\$4,321.80
DeMotte	\$15.00	\$395.00		
Rensselaer	\$0.00	\$3,424.99		
Wheatfield	\$100.00	\$501.81		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$226,527.45
Property Tax	\$0.00	\$204,244.53		
Financial Institution Tax	\$0.00	\$439.64		
License Excise Tax	\$0.00	\$21,842.17		
Close out-Construction Account	\$0.00	\$1.11		
HOST/HOSPITALITY FUND.....			\$68.94	\$4,685.54
LIBRARY IMPROVEMENT FUND.....			\$127.04	\$1,271.43
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$0.00
ANA TECHNOLOGY GRANT FUND.....			\$0.00	\$0.00
TE TECHNOLOGY GRANT 1997.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$0.00	\$17.92
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$0.00
TOTAL RECEIPTS - ALL FUNDS.....			\$4,485.83	\$841,662.31

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 03 Nov 98

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017336	01713	INCOLSA	-21.00	03 NOV 98	VOID A/P #01706 & CHECK-PD.
017342	01714	AMER. LIBRARY ASSOCIATION	55.00	03 NOV 98	1999 LIB.SYSTMS NEWLETTER S
017343	01715	ACE HARDWARE	18.66	03 NOV 98	BROOM,HARDWARE,SPRAY PAINT,C
017344	01716	ANNE-MARIE EGAN	8.00	03 NOV 98	COPIES
017345	01717	ANTHEM BLUE CROSS AND BLUE S	2865.24	03 NOV 98	HEALTH PREMIUM-12 EMPLOYEES-
017346	01718	APPLETON'S BOOKS & GENEALOGY	130.42	03 NOV 98	GENEALOGY CD-ROM'S AND DATAB
017347	01719	ASSOCIATION OF INDIANA MUSEU	33.00	03 NOV 98	1998 DIR. OF INDIANA MUSEUMS
017348	01720	BAKER & TAYLOR	6685.21	03 NOV 98	BOOKS, GIFT BOOKS, A.V.
017349	01721	BEN FRANKLIN	10.05	03 NOV 98	CHILDREN PROGRAMS-DEMOTTE
017350	01722	BETHANY HOUSE PUBLISHERS	23.93	03 NOV 98	BOOKS
017351	01723	BIERMA HARDWARE, INC.	136.79	03 NOV 98	MAILBOX & POLE,LIGHT BULBS-W
017352	01724	BLACK MAGAZINE AGENCY	20.95	03 NOV 98	HERB COMPANION SUBSCRIPTION-
017353	01725	CAMPBELL PRINTING COMPANY	109.75	03 NOV 98	LETTERHEAD STATIONERY
017354	01726	CHARLOTTE FAGEN	70.98	03 NOV 98	LEAF BAGS, MILEAGE
017355	01727	CROSSWIND SERVICES, INC.	20.00	03 NOV 98	NOVEMBER INTERNET ACCESS
017356	01728	CULLIGAN	49.55	03 NOV 98	WATER & COOLER RENTAL-NOV.
017357	01729	DAVIDSON TITLES INC.	353.22	03 NOV 98	BOOKS
017358	01730	DEHAAN CONSTRUCTION, INC.	75.00	03 NOV 98	VENT PIPE CAP-DEMOTTE LIB.
017359	01731	DEMOTTE OFFICE SUPPLY	11.44	03 NOV 98	RING BINDER,COLUMNAR PAD,IND
017360	01732	DEMCO	41.43	03 NOV 98	BOOK CLEANER,MARKERS,FILE CA
017361	01733	DIANA KOBY	23.40	03 NOV 98	MILEAGE
017362	01734	DIANE KROS	27.60	03 NOV 98	MILEAGE
017363	01735	GA FOODS GROUP	10.11	03 NOV 98	CHILDREN PROGRAM-RENS.
017364	01736	GAIL JUNG	24.70	03 NOV 98	DEMOTTE PETTY CASH
017365	01737	GAIL JUNG	123.45	03 NOV 98	MILEAGE,ADDRESS LABELS-WHEAT
017366	01738	GALE RESEARCH INC.	1048.28	03 NOV 98	SM.BUS.SRCEBK,CONT.AUTHORS,B
017367	01739	GROLIER PUBLISHING COMPANY	267.07	03 NOV 98	BOOKS-STANDING ORDER
017368	01740	HP PRODUCTS CORP.	404.67	03 NOV 98	ICE MELT,KLEENEX,TP,PAPER TO
017369	01741	H. W. WILSON COMPANY	308.00	03 NOV 98	VERTICAL FILE-RENS,READERS G
017370	01742	INDIANA CHAMBER OF COMMERCE	225.00	03 NOV 98	ENVIRONMENTAL REG.UPDATE,10/
017371	01743	INGRAM	167.64	03 NOV 98	BOOKS
017372	01744	INSPIRATIONAL BOOK DISTRIBUT	2990.92	03 NOV 98	BOOKS,A.V.
017373	01745	JACK STANDISH	60.60	03 NOV 98	MILEAGE-HP WORKSHOP
017374	01746	JACKIE REAGAN	7.12	03 NOV 98	AFTER-SCHOOL PROGRAM-RENS.
017375	01747	LEANNE YORK	75.44	03 NOV 98	POSTAGE-ORAL HISTORY BINDING
017376	01748	LEGAL DIRECTORIES PUBLISHING	56.00	03 NOV 98	1998 & 1999 KV H.S.YEARBOOKS
017377	01749	LYNN DAUGHERTY	98.92	03 NOV 98	1998 INDIANA LEGAL DIRECTORY
017378	01750	M W INSURANCE AGENCY	35.00	03 NOV 98	PROF.MTG EXPENSES,PLAQUE,MIL
017379	01751	MARLENE BEEDLE	57.00	03 NOV 98	WORKER'S COMP. INSURANCE COV
017380	01752	MITCHELL REPAIR INFORMATION	460.60	03 NOV 98	MILEAGE-DISTRICT I
017381	01753	REPAIR MANUALS	460.60	03 NOV 98	REPAIR MANUALS
017382	01754	MONTGOMERY KONE,INC.	363.97	03 NOV 98	SERVICE CALL-BAD FAN ON ELEV
017383	01755	NORTHWESTERN INDIANA TELEPHO	148.92	03 NOV 98	TELEPHONE-NOV-DEMOTTE
017384	01756	OAG BUSINESS TRAVEL PLANNER	149.00	03 NOV 98	BUSINESS TRAVEL PLANNER-1999
017385	01757	PATTY STRINGFELLOW	13.20	03 NOV 98	MILEAGE
017386	01758	PHILIP N. HOWARD	55.00	03 NOV 98	GENERAL MTNCE-DEMOTTE
017387	01759	POSTMASTER GENERAL	705.00	03 NOV 98	STAMPS: 2000-32's;40-\$1.00;
017388	01760	PRECISION CONTROL SYSTEMS, I	1712.75	03 NOV 98	FALL QTLY.MTNCE;AC OIL PRESS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 03 Nov 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017388	01760	PUBLISHING SALES CONSULTANTS	85.60	03 NOV 98	BOOKS
017389	01761	QUILL	191.35	03 NOV 98	CALENDAR,BINDERS,CONST.PAPER
017390	01762	R.R. BOWKER	538.66	03 NOV 98	BOOKS IN PRINT, 98-99
017391	01763	REGENT BOOK CO., INC.	30.22	03 NOV 98	BOOKS
017392	01764	RENSSELAER REPUBLICAN	32.95	03 NOV 98	CIRCULATION CLERK AD-RENS.
017393	01765	SECURITY COURIERS CORP.	585.60	03 NOV 98	COURIER SERVICE,10/9-10/23/9
017394	01766	SIMON & SCHUSTER SCHOOL GROU	29.63	09 NOV 98	BOOK
017395	01767	SIMPLEX TIME RECORDER CO.	694.00	09 NOV 98	DIALER FOR ALARM SYSTEM-RENS
017396	01768	SPRINT	129.26	09 NOV 98	LONG DISTANCE-OCTOBER 1998
017397	01769	STEPHANIE FILSON	13.20	09 NOV 98	MILEAGE
017398	01770	TOWN OF DEMOTTE	43.12	09 NOV 98	SEWER SERVICE-SEPTEMBER-DEMO
017399	01771	TOWN OF WHEATFIELD SEWER WOR	41.05	09 NOV 98	SEWER SERVICE-NOVEMBER-WHEAT
017400	01772	TYSEN'S COUNTRY GROCERY, INC	23.45	09 NOV 98	CHILDREN PROGRAMS-DEMOTTE
017401	01773	TYSEN'S FAMILY FOOD CENTER	4.60	09 NOV 98	FOCUS GROUP EXPENSES
017402	01774	UNIVERSITY MICROFILMS INTERN	66.43	09 NOV 98	RENS.REPUBL.MICROFICHE,5/1-8
017403	01775	WAL-MART STORES, INC.	35.90	09 NOV 98	VIDEO
017404	01776	WALSTRA FINE CUT	132.00	09 NOV 98	SEP.LAWN CARE-DEMOTTE LIB.

--TOTAL AMOUNT OF CLAIMS-- 22989.00

F6c

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 22989.00. Dated 09 NOV 98.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, December 14, 1998, 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Transfer to Library Improvement Reserve Fund (LIRF) (R 21)

General Business

- | | |
|--|------------|
| A. Salary ordinance update (R 7-8) | Action |
| B. Building Insurance (R 21) | Action |
| C. Wheatfield Building Task Force Report (R 11-20) | Discussion |
| D. Capital Projects Fund (R 11-20) | Action |
| E. Staff Development Day (R 21) | Action |
| F. Health insurance 1999 (R 21) | Action |
| G. Election of officers (R 22) | Action |
| H. Designation of assistant treasurer (R 22) | Action |
| I. 1999 Board Meeting Dates (R 9) | Action |

Director's Report (R 21 – R 24)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes November 9, 1998
Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Anne-Marie Egan, Roger Walstra, Lynn Daugherty, Joan Floyd, Mark Heinig, Barbara Leestma, Jim Staton. **Absent:** Don Abel.

New Board Member: Joan Floyd of Wheatfield has been selected by the County Commissioners to complete the term of Mary Duggleby who resigned recently. Her term expires December 31, 1999.

Board Development: Sharon Schulenberg gave a presentation on Interlibrary Loans. She spoke on the history of ILL beginning with its roots with the Indiana State Library's traveling library. In the early 1970's NIALSA expanded this service and developed a networking system of loaning materials to libraries. They merged with INCOLSA in 1995. The "Wheels" INCOLSA courier service transports materials in-state, which has reduced postage costs to us considerably. The library at one time passed on postage charges to patrons. In the last several years we have averaged 1200 to 1400 requests per year with a fill rate of about 85%. Books repeatedly requested will often be purchased for our own collection. Most materials will take a minimum of two weeks to receive. Its popularity is ever increasing. We are one of the larger users of ILL in this area.

Agenda/Consent Agenda: The Agenda and Consent Agenda items including the October Minutes, Financial Reports & Bills, Salary Ordinance update, and Internet Use Policy revisions were approved on a motion by J. Staton. Motion seconded by M. Heinig. Motion passed.

Town of Wheatfield E-mail Request: M. Heinig moved that the Board allow the Wheatfield Town Council and associated parties to have e-mail access through the Jasper County Public Library and to review in 90 days their usage of supplies associated with their e-mail account. Motion seconded by J. Staton. Motion passed. The Town of Wheatfield will supply a ream of paper to make copies of e-mail messages.

Technology Long-Range Plan: In order to be eligible for Universal Service Funding, the library is required to submit a three-year technology plan to the State Library for approval. It will be reviewed each April, including recommended changes and updating the plan of action for an additional year. The board approved the 1999-2001 Information Technology Plan as presented on a motion by R. Walstra, seconded by A-M Egan. Motion carried. The size of the Alpha server CD-Rom capacity will be verified before submitting the plan to the State Library.

Technology Grants: M. Heinig, seconded by J. Staton, moved to approve an application for a \$20,000 LSTA Technology Grant for hardware and software needs specified in our own technology plan to be divided among one or more of the categories. Approval was unanimous.

DeMotte AC Repairs: Re-piping, replacement of expansion valves, and a hot gas bypass, have been recommended by Precision Control at the DeMotte Library. Similar problems, which occurred at the Rensselaer Library, were corrected satisfactorily using these types of repairs. R. Walstra moved to go ahead with this expenditure in hopes of preventing another air compressor failure. M. Heinig seconded the motion. Motion passed.

The board expressed a need to address the absence of "as built" mechanical drawings. It is the responsibility of the architect to provide these when engineering changes to the original specs are made. The board will consider the need to contact Kent Mahnesmith to assist in getting these specs.

Precision Control will be invited to attend the January 18th Board Meeting to give an appraisal of the current heating and cooling systems, the assurance that modifications made have corrected the original design flaws, and discuss the future expectations of the HVAC systems at the DeMotte and Rensselaer libraries.

Slate of 1999 Officers: The Nominating Committee has selected the following persons to serve for 1999. They are President -Roger Walstra; Vice-president – Jim Staton; Secretary –Don Abel; Treasurer – Anne-Marie Egan. The slate will be voted on at the December Meeting.

IVY Tech Classes: Ivy Tech is seeking permission to hold a Child Development course on Emerging Literacy, on Saturdays from 8:00-2:00, January -May 1999, at the Rensselaer Library's Meeting Room. J. Staton moved, seconded by A-M Egan, to allow Ivy Tech to conduct classes at the Rensselaer Library with library staff having latitude to work out the details. Motion carried. A contract with Ivy Tech shall be drawn up with the understanding that we retain the right to pre-empt their use of the room, if the need would arise, and substitute the Storytime Room for their class.

Staff Christmas Party: Permission was granted to allow staff one hour of library time to participate in their library's Christmas party during working hours. The other hour will be part of the employee's lunch period. The library shall remain open, being manned by 2 or 3 staff from the other libraries during this time.

Board Member Applicants: The board shall be apprised of names of applicants before these are submitted to the County Commissioners for the position being vacated by B. Leestma who is completing her fourth term of office on December 31, 1998.

Wheatfield Task Force: Joan Floyd will be the board representative on this committee taking over for M. Duggleby.

Public Officials Liability Insurance: The library will most likely change their Public Officials Liability Insurance policy to Anthem Insurance Company the early part of 1999. The library will save an estimated \$1000 for the same coverage as at present.

Scout/4-H Meetings: In January the Rensselaer Library shall restrict all scout troop and 4-H meetings to the Meeting Room only. These groups require an area that is more tolerant to noise level and activity needs than is the Storytime Room.

With no other business to discuss, the meeting adjourned on a motion by J. Staton.
Seconded by M. Heinig.

Donabel
Attest: Don Abel, Secretary

Barbara Leestma
Barbara Leestma, President

R4

CIRCULATION BY PATRON CODE **November 1998**

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total	Items Loaned	Percent of Total
Adult Male (0)	989	12.7%	981	11.6%	483	14.2%	2453	12.5%
Adult Female (1)	4490	57.7%	4400	52.2%	1934	56.8%	10824	55.2%
Juvenile 0-11 (2)	1103	14.2%	1454	17.2%	378	11.1%	2935	15.0%
YA 12-17 (3)	451	5.8%	420	5.0%	131	3.9%	1002	5.1%
Nonresident No Fee (4)	35	0.4%	223	2.6%	125	3.7%	383	2.0%
Board/Staff (5)	329	4.2%	523	6.2%	261	7.7%	1113	5.7%
School (6)	0	0.0%	14	0.2%	0	0.0%	14	0.1%
St. Joseph College (7)	4	0.1%	58	0.7%	0	0.0%	62	0.3%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	2	0.0%	18	0.2%	0	0.0%	20	0.1%
Corporate (10)	0	0.0%	54	0.6%	72	2.1%	126	0.6%
Reciprocal (11)	384	4.9%	291	3.4%	18	0.5%	693	3.5%
Total	7787		8436		3402		19625	
 Total items borrowed by nonresidents	 425	 5.5%	 604	 7.2%	 143	 4.2%	 1172	 6.0%

REGISTRATIONS

Borrowers--Start of month:	7249	7452	2951	17652
Borrowers--End of month:	7304	7507	2969	17780
 Non-resident, paying	 4	 18	 0	 22
PLAC card users	0	1	0	1
Reciprocal borrowers	215	122	12	349

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

November 1998

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	212	46	98	21	189	41	499	108
LOCAL HISTORY								
In person	5	1	12	3		0	17	5
Letters written	1	1	4	4		0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	21	2	33	3	39	3	93	8
VCR Use	1	0	1	0	0	0	2	0
Microforms	0	0	78	10	0	0	78	10
CD ROM software used	52	4	104	9	13	1	169	14
Public use of FAX service	18	3	14	2	21	4	53	9
Typewriter use	7	0	4	0	2	0	13	1
Other equipment used	0	0	7	2	1	0	8	3
Dial-in OPAC access							<u>96</u>	
OTHER LIBRARY SERVICES USED								
Walking book visits	2	1	5	3	0	0	7	5
Notarized documents	0	0	1	0	0	0	1	0
Meeting Room Use (number of groups)	64	21	33	11	28	9	125	42
Study room use	14	1	5	0	0	0	19	2
INTERLIBRARY LOANS								
Requests made for:	36	9	42	11	10	3	88	22
Items rec'd for:	32	16	53	27	15	8	100	50
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0
PROGRAMS								
Programs for all ages	3	18	5	30	2	12	10	60
Children's Programs (0-13)	20	120	7	42	4	24	31	186
Number attending	523		95		57		675	
YA Programs (14-17)		0		0		0	0	0
Number attending							0	
Adult Programs	2	12	9	54		0	11	66
Number attending	116		43		8		167	

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
Senior Citizen Programs	1	6		0		0	1	6
Number attending	17		5				22	
TOTAL NO. OF PROGRAMS	23	138	16	96	4	24	43	258
TOTAL PERSONS ATTENDING	656		143		65		864	
TOTAL STAFF HOURS SPENT		263		233		105		601
HOURS SPENT same month last yr.								

CIRCULATION BY ITEM FINE CODE
November 1998

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	45	40	29	114
100 (1)	46	62	30	138
200 (2)	51	49	34	134
300 (3)	233	178	107	518
400 (4)	9	14	5	28
500 (5)	58	43	37	138
600 (6)	484	255	208	947
700 (7)	235	164	106	505
800 (8)	30	32	6	68
900 (9)	141	169	48	358
B (10)	61	95	38	194
j000 (11)	26	24	1	51
j100 (12)	4	2	2	8
j200 (13)	8	8	14	30
j300 (14)	84	93	21	198
j400 (15)	7	10	4	21
j500 (16)	156	248	105	509
j600 (17)	108	105	46	259
j700 (18)	141	155	37	333
j800 (19)	36	19	9	64
j900 (20)	120	102	46	268
jB (21)	41	18	18	77
FIC (22)	1230	1351	525	3106
yaFIC (23)	33	74	26	133
LARGE PRINT (24)	78	63	22	163
jFIC (25)	185	429	92	706
jE (26)	1237	1503	493	3233
jER (27)	578	249	113	940
Magazines (28)	791	425	225	1441
Games/Toys (29)	0	15	0	15
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	132	237	59	428
jCassettes (33)	33	55	17	105
Compact Discs (34)	256	265	119	640
jCompact Discs (35)	0	2	0	2
Sound Recordings (36)	5	64	4	73
jSound Recordings (37)	2	2	2	6
CD ROM Software (38)	37	51	24	112
Vertical File (39)	130	121	10	261
Equipment (40)	0	0	1	1
yapFIC (41)	157	107	52	316
jpFIC (42)	251	249	55	555
Reference (43)	1	9	1	11
Genealogy (44)	0	0	0	0
jMagazines (45)	46	10	40	96
VHS (46)	474	1084	505	2063
Computer software (47)	0		0	0
Internet usage (49)	118	289	71	478
Free reads	339	241	107	687
Puzzles			1	1
Talking books		3		3
Assignment shelf books				0
TOTAL	8237	8783	3515	20535

Salary Ordinance 1998

December update

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	Start Date
Woods, Peggy	Specialist 2, Temporary	\$9.77	\$501.60	40	R	2/1/94
Evers, Jennifer	Technical Services Librarian	\$14.00		40	R	12/15/98

Our Technical Services Librarian left in April 1998. Jen Evers has been filling in as part-time cataloger since the end of May 1998, but has had no responsibility for the running of the Technical Services Department. She will begin working full-time on December 15.

For an explanation of the temporary re-classification for Peggy Woods, see R 8.

James M. Stetson

Mark A. Fleming III

Ann-Marie Egan

Barbara Gustafson

Bryan W. H.

Joan C. Flayds

MEMORANDUM

Interim Employees

Summary: Our Technical Services Specialist has been keeping the Technical Services Department going for the past 8 months in the absence of a Technical Services Librarian. I propose to pay her an additional \$501.60 salary as compensation for additional responsibilities for this period of time.

I further recommend that the board approve the following Personnel policy addition:

Interim Services: When an employee is asked to take on a major portion of the essential duties of an employee in a higher job classification for more than 3 months, s/he will receive additional pay as determined by the director for the time in which s/he serves in an interim capacity.

Discussion: In the present case, Peggy Woods took on responsibility for ordering of materials and for working with the children's specialists and agency librarians to catalog materials as they saw appropriate. Ordering materials, in and of itself, does not have to be done by a librarian. Making cataloging decisions, scheduling buying trips, etc. are duties generally handled by a librarian. Jen Evers worked as temporary cataloger and, therefore, handled only one major portion of the Technical Services Librarian's duty.

I consulted many other libraries via the Internet to determine general practice. While there were many different opinions, offering some additional salary was fairly common. Paying when the interim period exceeded 3 months was mentioned several times.

Peggy did a wonderful job of handling the additional responsibilities. She did not work additional hours. Other staff pitched in to help process materials. Because Peggy did not handle the entire Technical Services Librarian's job, we are not proposing pay equal to that of a Librarian. The amount suggested is equal to an additional 38 cents per hour.

The "Interim Services" statement is deliberately vague as to how much extra pay will be added. If a person were asked to totally fill the shoes of someone absent for an extended period of time, the person would receive higher pay than when asked to assume only some of the essential duties.

We may have some disgruntled staff if we make this decision. Three have filled in for branch librarians until we filled their positions. For that matter, I filled in for Cathy Salyers for five months in 1989. We could not make this retroactive. It seems fair, however, to institute the policy now in light of the additional responsibilities Peggy has been handling.

Next Step(s). Determine whether you wish to make a precedent of paying interim personnel filling in for an employee working at a higher job classification.

Vote: To pay Peggy Woods additional salary of \$501.60 for 8 months during which time she performed many of the duties of the Technical Services Librarian. To add the Interim Services statement to the Personnel Policy as recommended by the Director.

Board Meeting Dates

1999

Meetings are held at 7:00 P.M. at the Rensselaer Library
unless otherwise noted

Monday, January 18 (third Monday)

Technical Services Librarian, System Administrator's Reports

Monday, February 8

Monday, March 8

Monday, April 12

Monday, May 10 (at DeMotte)

DeMotte Librarian & Children's Specialist Reports

Monday, June 14

Monday, July 12

Monday, August 9

Monday, August 30 (Special Budget meeting)

Monday, September 13 (at Wheatfield)

Wheatfield Librarian & Children's Specialist Reports

Monday, October 11

Monday, November 8

Technical Services & System Administrator's Reports

Monday, December 13

Monday, December 27 (Special Year End meeting)

MEMORANDUM

Wheatfield Building Task Force Recommendation

Summary: Upon completion of Sharon Wiseman's study of the Wheatfield Library, the following conclusions have been reached:

1. Wheatfield is operating at or exceeding the capacity of the building.
2. The staff is friendly and helpful.
3. Community support exists for
 - ♦ additional reference materials
 - ♦ more computer workstations (both Internet and word processing)
 - ♦ a computer lab and computer training
 - ♦ more meeting rooms (two instead of one)
 - ♦ expanded space for materials and for people (more quiet space is needed; more space in children's area)

The community is proud of their library. They *expect* a full service library which is open more hours and is technologically up-to-date.

3. While most in the focus groups would support funding for expansion, all recognized the reluctance of some people to see taxes go up. They recommended a judicious effort to educate the public to the needs of the library and to financial considerations.

The Task Force therefore recommends that the Library Board begin the process of establishing a Capital Projects Fund to accumulate money needed for expansion of the Wheatfield Library.

Discussion: The Task Force feels the initial efforts should be two-fold:

- ♦ Capital Projects Fund
- ♦ Concentrated effort to educate the public to the Wheatfield library's dilemma and possibilities

The task force does not recommend proceeding with efforts to acquire the school property until such time as we know what our space requirements are.

A Capital Projects Fund with a four cent tax rate could accumulate about \$142,000 per year plus an additional \$25,961 in Financial Institution tax (F.I.T.), excise tax and interest for a total of \$167,961 per year. As the assessed valuation changes through the years, the amount we obtain with a 4 cent tax rate will change. However, without a change, and without using any of the money for other purposes, we could have \$839,805 at the end of 5 years.

In addition we would get additional CAGIT money in our Operating fund.

The problem of course, is that the County Council must approve our Capital Projects Fund. Therefore, we must educate the County Council to the need for expansion at Wheatfield. This will take planning and work, on the part of board members as well as staff.

To give you an idea of what our Capital Projects Fund Plan might look like, see R 15- R 20. We cannot ask for any more than a 4 cent tax rate. The figures in the plan are my estimates of what that rate might bring. I think I have estimated a little high. We do that because we cannot get more than we ask for. If you choose to adopt a Capital Projects Fund Plan, I would like other opinions on the expected assessed valuation for the next 3 years (will it increase more than I have estimated?).

You will also want to discuss whether you wish to save all the money for the Wheatfield Building expansion, or whether you wish to spend some for other purposes. As you see, I have suggested meeting some of our technology needs with this money. If we decide that we need to change to a different automation system, that change could take as much as \$90,000. We could not cover all those costs within our operating budget. We would need to use LIRF or the Capital Projects Fund.

Next Step(s).

1. Decide whether to seek approval for a Capital Projects Fund. (December meeting?)
2. Determine whether a strategic planning committee is needed; who would it include? What would be its responsibility?
 1. Approve a Library Capital Projects Fund plan for advertising (January meeting?)

2. Advertise, then hold a hearing on the plan (February meeting?)
3. Adopt the plan (February meeting?)
4. Within 10 days, submit certified copy of the plan to County Council (must be before May 15) (by Feb 18?)
5. County Council holds a public hearing within 30 days (by March 18?)
6. County Council approves or rejects plan before August 1.
7. Library submits plan to State Board of Tax Commissioners and advertises that they did so
8. Taxpayers objecting to establishment of fund have 10 days to sign and file petition which requires State Board of Tax Commissioners to hold hearing
9. State board of tax Commissioners rules on establishment of fund.

If the County Council were to reject our request for a 4 cent tax rate, but indicate they might approve a fund with a lower tax rate, we could revise our plan, readvertise and resubmit to the Council, IF it can be done before May 15. For that reason, it would be good to develop the plan and advertise it as soon as possible after the beginning of January.

Vote: To develop a Library Capital Projects Plan to be presented at the January board meeting. To create a strategy for obtaining County Council support of the plan.

Jasper County Public Library Library Capital Projects Fund 2000-2002

I. The Library District

Jasper County Public Library serves all of Jasper County except for Carpenter Township and Remington, with the headquarters library in Rensselaer (208 W. Susan), and branches in DeMotte and Wheatfield.

A seven-member board of trustees governs the library. Two are appointed by the County Council, two by the County Commissioners, two by the Rensselaer Central School Board and one is appointed jointly by the Kankakee Valley School Board and West Central School Board. All the terms have staggered expiration dates. The library employs 41 employees (the equivalent of 29.4 full-time staff) to work the combined 166 hours the three libraries are open each week.

Current Annual Budget

<u>Fund</u>	<u>Approved Budget</u>	<u>Tax Levy</u>	<u>Tax Rate</u>
Operating	\$1,360,788	\$652,414	0.1886
Debt Service	\$435,070	\$377,404	0.1091
Library Improvement Reserve	\$60,000	0	0

II. Facilities

The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately 17,000 square feet each. Estimated current value of the Rensselaer library is \$2,312,704. Estimated current value of the DeMotte Library is \$1,912,971 (includes building, contents, outside structures).

The Wheatfield Library (170 S. Grace), built in 1986, is approximately 6,000 square feet. Estimated current value is \$945,574 (building, contents, outside structures).

All three buildings are in basically good condition. The Wheatfield Library, however, has become overcrowded. The library is experiencing space shortages in shelving, in space for public computer workstations and study tables, in meeting room space, and in staff workspace.

The library district does not own any real estate other than described above.

III. Library Service Area

The library service area is 506 square miles with an estimated population of 27,163, (according to Rand McNally Commercial Atlas & Marketing Guide 1998). The annual report submitted January, 1998 reported 15,404 resident registered borrowers and 348 non-resident registered borrowers (97).

Library use: The number of persons entering each library during an average *week* was 1,442 at DeMotte, 1,474 at Rensselaer, and 624 at Wheatfield (98).

Patron assistance: Patrons often need help finding the book or information they need. Staff handles about 263 requests for assistance per week at DeMotte, 212 at Rensselaer, and 131 at Wheatfield.(98)

Hours: Wheatfield is open 50.5 hours per week, including one evening and Saturdays. DeMotte is open 56 hours per week, including two evenings and Saturdays. Rensselaer is open 60 hours per week, including four evenings and Saturdays.

Materials collection:

Type of Material	DeMotte	Rensselaer	Wheatfield
Books	40,116	49,493	23,420
Videos	1,001	1,282	749
Audiocassettes & CD's	1,336	2,457	1,243
Software & CD-ROM's	23	119	125
Periodicals/Newspaper Subscriptions	222	220	140

The Library does not limit patrons to use of their own agency's collections; it shares material freely among the three locations via daily courier service. It also borrows over 1,100 items per year from other libraries on interlibrary loan.

Circulation: Total circulation for 1997 was 271,059 items. This included 95,453 children's items.

Public programming: The libraries offer a varied selection of programs for persons of all ages. In 1997, DeMotte offered 183 children's programs, six adult programs and seven programs attracting mainly senior citizens, with a total attendance of 4,437. Rensselaer offered 163 children's programs, eleven young adult programs and 108 adult programs, with a total attendance of 4,178. Wheatfield offered 97 children's programs and 18 adult programs, with a total attendance of 1,799. (97)

Technology:

An automated library system provides for the cataloging of materials, circulation functions/recordkeeping and an online patron access catalog.

The Library uses fax machines to move information quickly among the branches and to and from other libraries. It offers satellite programming to the community through a tunable satellite dish.

The Library has a home page on the World Wide Web with links guiding net users to useful websites. All staff computers and eight public workstations now have Internet access. In addition, a wide-area network allows patrons at all three libraries to access valuable cd-rom and online INSPIRE databases located on the library's servers and allows staff to share files with each other. DeMotte and Rensselaer each have four public cd-rom/online database workstations, Wheatfield has two.

Each library provides PCs for patron word processing and spreadsheet needs; Rensselaer has three, Wheatfield has two, and DeMotte has one. Both Rensselaer and DeMotte have a PC that patrons can use to access CD-ROM databases and Internet sites related to Genealogy.

IV. Anticipated Capital Projects Fund Resources

1. Sources and amounts of anticipated income

	2000	2001	2002
Property Taxes	\$142,000	\$144,000	\$146,000
Auto Excise	\$16,145	\$16,373	\$16,600
Financial Institutions Tax	\$355	\$360	\$365
Other Revenue (Interest)	\$9,461	\$10,393	\$11,348
TOTAL	\$167,961	\$171,126	\$174,313

2. Amount of revenue to be retained for expenditures proposed for future year.

2000	\$97,961
2001	\$141,126 plus amount retained from previous year = \$239,087
2002	\$144,313 plus amount retained from previous years = \$383,400

3. Projected assessed valuation of the library district

2000	2001	2002
\$355,000,000	\$360,000,000	\$365,000,000

4. Projected tax rates and levies for the Capital Projects Fund based on the above assessed valuations.

	2000	2001	2002
Proposed property tax rate	\$0.04	\$0.04	\$0.04
Proposed levy	\$142,000	\$144,000	\$146,000

V. Proposed Use of the Capital Projects Fund

I.C. 20-14-13-4(b)(1) states that the Library Capital Projects Fund may be used to pay for planned construction, repair, replacement, or remodeling. I.C. 20-14-13-4(c) states that it may be used to pay for purchase, lease, or repair of equipment to be used by the library district. I.C. 20-14-13-4(d) states that it may be used to pay for the purchase, lease, upgrading, maintenance, or repair of computer hardware or software.

BUDGET YEAR: 2000

Location: All three libraries

An appropriation of \$70,000 will be made for purchase, maintenance and upgrading of computer hardware and software. This represents \$14,000 for replacement of 8 dumb terminals with PCs and \$46,000 for purchase, maintenance and upgrading of network and automated systems hardware and software.

Allocation for Future Projects

Location: Wheatfield Library

The sum of \$97,961 will be set aside for the future expansion of the Wheatfield Library.

BUDGET YEAR: 2001

Location: All three libraries

An appropriation of \$30,000 will be made for maintenance and upgrading of computer hardware and software. This represents \$20,000 for replacement of 11 dumb terminals with PCs and \$10,000 for maintenance and upgrading of our network and automated systems hardware and software.

Allocation for Future Projects:

Location: Wheatfield Library

The sum of \$141,126 will be set aside for the future expansion of the Wheatfield Library.

BUDGET YEAR: 2002**Location: All three libraries**

An appropriation of \$30,000 will be made for maintenance and upgrading of computer hardware and software. This represents \$5,500 for replacement of 3 dumb terminals with PCs and \$24,500 for maintenance and upgrading of network and automated systems hardware and software.

Allocation for Future Projects:**Location: Wheatfield Library**

The sum of \$144,313 will be set aside for the future expansion of the Wheatfield Library.

Summary of Proposed Expenditures:

	<u>2000</u>	<u>2001</u>	<u>2002</u>
Purchase, lease, repair and maintenance Of computer hardware and software	\$70,000	\$30,000	\$30,000
<u>Subtotal Proposed Expenditures:</u>	\$70,000	\$30,000	\$30,000
Allocation for Future Projects	\$97,961	\$141,126	\$144,313
<u>Total Expenditures and Allocations:</u>	\$167,961	\$171,126	\$174,313

Directors and Officers Liability and Crime Insurance

We can save money by changing our D & O Liability insurance policy. The Indiana Library Federation (ILF) now offers a policy which gives us the same protection offered by our present Acordia policy.

This policy protects us from frivolous lawsuits against decisions made by the director, trustees or employees. It also includes employment practices liability coverage to help protect us from damages arising from claims of harassment, discrimination and unfair hiring practices.

The ILF policy *can* also cover crime insurance. However, our present policy is cheaper and I do not recommend a change at this time.

The table below indicates the insurance I recommend with a gray background. Presently, we have Acordia D & O insurance at a cost of \$2,907.

	Acordia (National Casualty)	ILF (Executive Risk)
Director's/Officers Liability Ins.		
Cost with \$1,000,000 limit of liability	\$2,907	\$775
Cost with \$2,000,000 limit of liability	?	\$1,259
Deductible	\$1,000	\$0

We can save considerably by changing to the D & O insurance offered by ILF. This is true even if the annual premium will cover us in 1999 only from 7/99 to 1/00 because they do not prorate this insurance. All ILF D & O policies have a common expiration date of January 1,2000, regardless of policy inception date. Our present policy covers us through 6/99. We are instructed that we must wait until our current policy expires before being eligible for enrollment in this ILF program.

Board action recommended: I would like the board to approve changing our Directors and Officers Liability Insurance from the Acordia policy to the ILF policy.



JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

Resolution of the Jasper County Public Library Board December 14, 1998

Fund Accounting System and Payroll Accounting System Upgrades

Resolved, that the Jasper County Public Library Board of Trustees approves the purchase and use of the AVC upgrade from a DOS Fund Accounting System to an AVC Windows 95 Fund Accounting System and the AVC upgrade from DOS Payroll Accounting system to Windows 95 Payroll Accounting system.

The Board further approves the use of the forms produced by the AVC Windows 95 Fund Accounting and Payroll Accounting systems, these forms having been previously approved for use in other Indiana public libraries by the State Board of Accounts.

James M. Stator
Mark A. Keenig
Gene-marie Egan
Barbara L. Laster

Bob Wa
Joan A. Floyd

JCPL FINANCIAL STATEMENT

November 30, 1998

		<u>Beginning 1998 Balance</u>	<u>Current Month Receipts</u>	<u>Y T D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y T D Disbursements</u>	<u>Ending Balance</u>
Operating Fund		\$393,470.00	\$483,613.35	\$1,088,363.52	\$76,900.08	\$1,020,713.31	\$461,120.21
Investments	\$200,000.00						
Public Library Access Card Fund		\$42.00	\$0.00	\$88.00	\$0.00	\$64.00	\$66.00
Gift Fund		\$4,544.76	\$125.00	\$4,446.80	\$127.57	\$2,226.77	\$6,764.79
DeMotte		\$439.18	\$0.00	\$395.00	\$0.00	\$610.91	\$223.27
Rensselaer		\$3,164.00	\$125.00	\$3,549.99	\$31.00	\$706.57	\$6,007.42
Wheatfield		\$941.58	\$0.00	\$501.81	\$96.57	\$909.29	\$534.10
Bond & Interest Redemption Fund		\$89,745.44	\$178,669.66	\$405,197.11	\$0.00	\$95,282.50	\$399,660.05
Investments	\$200,000.00						
Host/Hospitality Fund		\$0.00	\$0.00	\$4,685.54	\$0.00	\$4,671.94	\$13.60
Library Improvement Reserve Fund		\$29,752.43	\$127.65	\$1,399.08	\$0.00	\$0.00	\$31,151.51
Investments	\$0.00						
Petty Cash Funds		\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund		\$82.55	\$0.00	\$0.00	\$11.44	\$11.44	\$71.11
Reciprocal Borrowing Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund		\$90.48	\$0.00	\$0.00	\$0.00	\$13.93	\$76.55
Indiana Technology Grant Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Technology Grant 1997		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund		\$638.83	\$0.00	\$17.92	\$0.00	\$656.75	\$0.00
Cash Change Fund		\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.							
State Tax Collected		\$1,520.85	\$0.00	\$0.00	\$33.15	\$42.44	\$1,478.41
County Tax Collected		\$435.40	\$0.00	\$0.00	\$9.66	(\$6.01)	\$441.41
#125 Plan					(\$0.07)	\$0.09	(\$0.09)
Employee Health Insur.		\$343.20	\$0.00	\$0.00	\$0.00	\$343.20	\$0.00
Employee P.E.R.F.		\$3,443.89	\$0.00	\$0.00	(\$1,161.85)	\$1,102.58	\$2,341.31
TOTAL ALL FUNDS.....		\$524,309.83	\$662,535.66	\$1,504,197.97	\$75,919.98	\$1,125,122.94	\$903,384.86

BANK ACCOUNT BALANCES FOR

----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Nov 98

1.	BANK ONE CHECKING	.00
2.	BANK ONE-CONSTRUCTION FUND SAV	.00
3.	BANK ONE-LIRF	31151.51
4.	PEOPLES STATE BANK	465405.37
5.	DEMOTTE STATE BANK	6627.98
6.	CASH ON HAND	200.00
7.		.00
8.		.00
9.	PINNACLE BANK CD #1030210	.00
10.	PINNACLE BANK CD #1030468	.00
11.	PINNACLE BANK CD #1030699	.00
12.	PINNACLE BANK CD #7121000758	.00
13.	PINNACLE BANK CD #7121000757	200000.00
14.	PINNACLE BANK CD #7121000977	200000.00
15.		.00

TOTAL ALL BANK ACCOUNTS 903384.86

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 30 Nov 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
07 DEC 98	7121000757	PINNACLE BANK	181 DAY	200000.00	5.55	BIRF	09 JUN 98	.00	
21 DEC 98	7121000977	PINNACLE BANK	45 DAY	200000.00	4.96	OPERATING	06 NOV 98	.00	
--TOTALS--				400000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 30 Nov 98

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
20 MAR 98	1030468	PINNACLE BANK	91 DAY	225000.00	5.69	OP-135500;B	19 DEC 97	3191.86	
29 JAN 98	1030210	PINNACLE	30 DAY	150000.00	5.58	OPER	12/30/97	687.95	
22 JUN 98	1030699	PINNACLE BANK	45 DAYS	275000.00	5.45	135000-OP;1	08 MAY 98	1847.77	
09 SEP 98	7121000758	PINNACLE BANK	92 DAY	200000.00	5.45	OP-179000;B	09 JUN 98	2785.56	
--TOTALS--				850000.00				8513.14	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

30 Nov 98

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	43056.00	3588.00	39403.00	3653.00	91.5
1.12	SALARY OF ASSISTANTS	549551.33	41012.62	462583.85	86967.48	84.2
1.13	WAGES OF JANITORS	36144.89	2665.04	30143.78	6001.11	83.4
1.21	EMPLOYER'S SHARE-FICA	48172.94	3526.46	39965.22	8207.72	83.0
1.22	UNEMPLOYMENT COMPENSATION	3845.00	.00	1673.61	2171.39	43.5
1.23	EMPLOYER'S CONTRIB.- PERF	25401.00	.00	24451.70	949.30	96.3
1.24	EMPLOYER'S CONTRIB.- INS.	16800.00	1789.20	14797.98	2002.02	88.1
1.31	OTHER PERSONAL SERVICES	1500.00	.00	320.00	1180.00	21.3
2.11	OFFICIAL RECORDS	1200.00	.00	972.34	227.66	81.0
2.12	STATIONERY AND PRINTING	700.00	109.75	109.75	590.25	15.7
2.13	OTHER OFFICE SUPPLIES	5283.45	228.61	5958.94	-675.49	112.8
2.21	CLEANING & SANITATION SUPPLIES	3700.00	338.19	3126.56	573.44	84.5
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	1.12	18.88	5.6
2.23	OTHER OPERATING SUPPLIES	4000.00	178.30	4510.31	-510.31	112.8
2.31	BUILDING MATERIALS & SUPPLIES	1500.00	56.95	1339.26	160.74	89.3
2.32	PAINT AND PAINTING SUPPLIES	300.00	.00	.00	300.00	.0
2.33	REPAIR PARTS	500.00	.00	78.30	421.70	15.7
2.41	LIBRARY SUPPLIES	5500.00	97.48	3385.73	2114.27	61.6
2.42	AUTOMATION SUPPLIES	4300.00	.00	4370.49	-70.49	101.6
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	2500.00	.00	597.50	1902.50	23.9
3.14	OTHER PROFESSIONAL SERVICES	9400.00	.00	3198.00	6202.00	34.0
3.21	TELEPHONE	12000.00	939.11	10995.09	1004.91	91.6
3.22	POSTAGE	6660.43	712.47	4344.90	2315.53	65.2
3.23	TRAVELING EXPENSE	5000.00	410.10	4884.63	115.37	97.7
3.24	PROFESSIONAL MEETINGS	6724.39	10.37	7248.37	-523.98	107.8
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.26	NETWORK INFRASTRUCTURE	17600.00	807.40	9998.01	7601.99	56.8
3.31	ADVERTISING & PUBLIC NOTICES	1000.00	32.95	548.26	451.74	54.8
3.32	OTHER PRINTING	200.00	.00	.00	200.00	.0
3.41	OFFICIAL BONDS	310.00	.00	160.00	150.00	51.6
3.42	OTHER INSURANCE	18000.00	35.00	12980.00	5020.00	72.1
3.51	GAS	27000.00	575.62	12434.11	14565.89	46.1
3.52	ELECTRICITY	51000.00	2321.01	38671.57	12328.43	75.8
3.53	WATER	1000.00	39.60	772.15	227.85	77.2
3.54	WASTE DISPOSAL SERVICES	2500.00	84.17	1941.72	558.28	77.7
3.61	BUILDING & STRUCTURES	35000.00	1917.72	36113.49	-1113.49	103.2
3.62	EQUIPMENT	8851.24	.00	11845.49	-2994.25	133.8
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	213.45	11.55	94.9
3.91	DUES	2400.00	.00	1125.00	1275.00	46.9
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	50000.00	.00	.00	50000.00	.0
3.95	SERVICE CONTRACTS	10000.00	585.60	8752.50	1247.50	87.5
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	28000.00	1115.00	7992.24	20007.76	28.5
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	37315.00	.00	20828.04	16486.96	55.8
4.51	BOOKS	145043.78	12813.28	137553.66	7490.12	94.8
4.52	PERIODICALS & NEWSPAPERS	38035.00	654.43	18917.58	19117.42	49.7
4.53	NONPRINTED MATERIALS	36000.00	245.70	31405.61	4594.39	87.2
	-TOTAL-	1303409.45	76900.08	1020713.31	282696.14	78.3

CHANGES TO APPROPRIATION REPORT
DATE 30 Nov 98

Fund/Account No	Date	Amount	Explanation
100-1.12	05 Jan 98	21469.33	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	05 Jan 98	1420.60	1997 ENCUMBRANCES/BD RESOLUTION
100-1.13	29 Jan 98	-232.71	UNUSED 1997 ENCUMBRANCE
100-1.21	05 Jan 98	1806.94	1997 ENCUMBRANCES/BD RESOLUTION
100-2.13	25 Mar 98	29.90	OVERPAYMENT-REFUND RECEIVED
100-2.13	06 Nov 98	53.55	QUILL CORP. REBATE-OFFICE SUPPLY
100-3.22	29 Sep 98	10.43	REX LEARNING CENTER POSTAGE REF.
100-3.24	28 May 98	174.18	CANCELLED RESERVATION OVGTSL
100-3.24	28 May 98	10.00	INCOLSA BOARD MTG. REFUND
100-3.24	10 Jun 98	23.71	REIMBURSEMENT/MEETING EXPENSES
100-3.24	09 Sep 98	16.50	HOLIDAY INN EXPRESS CREDIT REF.
100-3.62	28 Jul 98	1851.24	UTICA INS. CLAIM-DAMAGES 6/3/98
100-4.4	05 Jan 98	1315.00	1997 ENCUMBRANCES/BD RESOLUTION
100-4.51	20 Jul 98	15.64	REIMBURSED FOR PRODUCT USE
100-4.51	20 Jul 98	6.25	REIMBURSED FOR PRODUCT USE
100-4.51	28 Jul 98	21.89	EMPLOYEE PURCHASE-L.DAUGHERTY
100-4.52	14 Aug 98	.00	
100-4.52	14 Aug 98	.00	
100-4.52	14 Aug 98	35.00	BLACK'S REFUND-FED.RESERVE BULLE
100-4.53	20 Jul 98	21.89	REIMBURSED FOR PRODUCT USE
100-4.53	20 Jul 98	-21.89	PRIOR ENTRY ERROR-7/20/98
130-4.1	11 Aug 98	-21990.00	BOARD RESOLUTION,8/10/98 MEETING
180-4.4	18 May 98	17.92	INTEREST EARNED THRU 4/30/98
180-4.4	18 May 98	1.11	FINAL INTEREST EARNED 5/98

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Nov 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
FED EFT	01823	INTERNAL REVENUE SERVICE CEN	6016.75	10 NOV 98	FICA & FED TAX WITHHELD 10 N REF #46055966, TRANSFER 12 N
FED EFT	01869	INTERNAL REVENUE SERVICE CEN	5576.34	25 NOV 98	FICA & FED TAX WITHHELD 25 N REF #47458165, TRANSFER 27 N
IND.EFT	01822	INDIANA DEPARTMENT OF REVENUE	1962.63	10 NOV 98	STATE & COUNTY TAX WITHHELD REF #01435, VERIF.#33, 11/10 TRANSFER 11/20/98, 9:06 AM c
007795	01816	AMBER M. BAGGERLY	27.17	10 NOV 98	PAYROLL
007796	01791	MARLENE BEEDLE	497.68	10 NOV 98	PAYROLL
007797	01817	ERIN M. BOER	106.67	10 NOV 98	PAYROLL
007798	01798	BRADLEY, MICHELLE HEEKE	907.67	10 NOV 98	PAYROLL
007799	01785	GLENDA BROWN	639.89	10 NOV 98	PAYROLL
007800	01788	RENEE CARR	454.68	10 NOV 98	PAYROLL
007801	01793	CAVINDER, RACHAEL D.	575.64	10 NOV 98	PAYROLL
007802	01815	VALERIE A. COLVIN	307.35	10 NOV 98	PAYROLL
007803	01787	LYNN DAUGHERTY	996.86	10 NOV 98	PAYROLL
007804	01813	JENNIFER L. EVERS	225.78	10 NOV 98	PAYROLL
007805	01780	CHARLOTTE FAGEN	398.80	10 NOV 98	PAYROLL
007806	01800	STEPHANIE D. FILSON	489.05	10 NOV 98	PAYROLL
007807	01811	KELLY M. GUDEMAN	50.79	10 NOV 98	PAYROLL
007808	01802	SANDRA L. HESTERMAN	322.47	10 NOV 98	PAYROLL
007809	01790	ROSE E. HOWARD	481.16	10 NOV 98	PAYROLL
007810	01814	TRISHA K. HUHN	115.45	10 NOV 98	PAYROLL
007811	01792	GAIL M. JUNG	689.31	10 NOV 98	PAYROLL
007812	01786	DIANA KOBY	531.75	10 NOV 98	PAYROLL
007813	01783	JOAN KOPANDA	518.88	10 NOV 98	PAYROLL
007814	01784	KROS, DIANE	580.13	10 NOV 98	PAYROLL
007815	01808	SHEILA MAXWELL	828.54	10 NOV 98	PAYROLL
007816	01804	KRISTINE L. MAYS	418.57	10 NOV 98	PAYROLL
007817	01799	DIANE M. OPOLSKI	423.19	10 NOV 98	PAYROLL
007818	01810	NATHAN A. PLANT	102.10	10 NOV 98	PAYROLL
007819	01801	JACKIE REAGAN	709.20	10 NOV 98	PAYROLL
007820	01797	LISA RUSHER	532.08	10 NOV 98	PAYROLL
007821	01781	SHARON SCHULENBERG	648.14	10 NOV 98	PAYROLL
007822	01812	NANETTE T. SPEACHT	133.18	10 NOV 98	PAYROLL
007823	01795	JACK STANDISH	443.84	10 NOV 98	PAYROLL
007824	01806	PATRICIA STRINGFELLOW	483.61	10 NOV 98	PAYROLL
007825	01782	JILL TACHTIRIS	648.84	10 NOV 98	PAYROLL
007826	01807	LINDA THOMPSON	244.72	10 NOV 98	PAYROLL
007827	01809	VAN KLEY, APRIL L.	136.87	10 NOV 98	PAYROLL
007828	01818	VIROK, ROSE MARIE	92.35	10 NOV 98	PAYROLL
007829	01803	VIRGINIA VIS	91.90	10 NOV 98	PAYROLL
007830	01805	VIRGINIA L. VIS	214.03	10 NOV 98	PAYROLL
007831	01789	WHITED, AMBER	530.02	10 NOV 98	PAYROLL
007832	01796	MARGARET M. WOODS	522.80	10 NOV 98	PAYROLL
007833	01794	LEANNE YORK	946.45	10 NOV 98	PAYROLL
007834	01861	AMBER M. BAGGERLY	72.48	25 NOV 98	PAYROLL
007835	01836	MARLENE BEEDLE	458.49	25 NOV 98	PAYROLL

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
007836	01862	ERIN M. BOER	63.41	25 NOV 98	PAYROLL
007837	01843	BRADLEY, MICHELLE HEEKE	907.67	25 NOV 98	PAYROLL
007838	01830	GLENDA BROWN	584.16	25 NOV 98	PAYROLL
007839	01833	RENEE CARR	451.32	25 NOV 98	PAYROLL
007840	01838	CAVINDER, RACHAEL D.	498.93	25 NOV 98	PAYROLL
007841	01860	VALERIE A. COLVIN	263.58	25 NOV 98	PAYROLL
007842	01832	LYNN DAUGHERTY	996.86	25 NOV 98	PAYROLL
007843	01858	JENNIFER L. EVERS	245.85	25 NOV 98	PAYROLL
007844	01825	CHARLOTTE FAGEN	398.80	25 NOV 98	PAYROLL
007845	01845	STEPHANIE D. FILSON	442.65	25 NOV 98	PAYROLL
007846	01856	KELLY M. GUDAMAN	55.41	25 NOV 98	PAYROLL
007847	01847	SANDRA L. HESTERMAN	298.17	25 NOV 98	PAYROLL
007848	01835	ROSE E. HOWARD	481.16	25 NOV 98	PAYROLL
007849	01859	TRISHA K. HUHNN	57.94	25 NOV 98	PAYROLL
007850	01837	GAIL M. JUNG	689.31	25 NOV 98	PAYROLL
007851	01831	DIANA KOBY	531.75	25 NOV 98	PAYROLL
007852	01828	JOAN KOPANDA	450.98	25 NOV 98	PAYROLL
007853	01829	KROS, DIANE	550.63	25 NOV 98	PAYROLL
007854	01853	SHEILA MAXWELL	828.54	25 NOV 98	PAYROLL
007855	01849	KRISTINE L. MAYS	361.63	25 NOV 98	PAYROLL
007856	01844	DIANE M. OPOLSKI	363.17	25 NOV 98	PAYROLL
007857	01855	NATHAN A. PLANT	96.81	25 NOV 98	PAYROLL
007858	01846	JACKIE REAGAN	709.20	25 NOV 98	PAYROLL
007859	01842	LISA RUSHER	485.68	25 NOV 98	PAYROLL
007860	01826	SHARON SCHULENBERG	530.43	25 NOV 98	PAYROLL
007861	01857	NANETTE T. SPEACHT	103.42	25 NOV 98	PAYROLL
007862	01840	JACK STANDISH	355.84	25 NOV 98	PAYROLL
007863	01851	PATRICIA STRINGFELLOW	448.82	25 NOV 98	PAYROLL
007864	01827	JILL TACHTIRIS	591.71	25 NOV 98	PAYROLL
007865	01852	LINDA THOMPSON	222.92	25 NOV 98	PAYROLL
007866	01854	VAN KLEY, APRIL L.	96.74	25 NOV 98	PAYROLL
007867	01863	VIROK, ROSE MARIE	89.71	25 NOV 98	PAYROLL
007868	01848	VIRGINIA VIS	87.06	25 NOV 98	PAYROLL
007869	01850	VIRGINIA L. VIS	165.70	25 NOV 98	PAYROLL
007870	01834	WHITED, AMBER	482.45	25 NOV 98	PAYROLL
007871	01841	MARGARET M. WOODS	470.25	25 NOV 98	PAYROLL
007872	01864	DENISE YENTES	81.44	25 NOV 98	PAYROLL
007873	01839	LEANNE YORK	946.45	25 NOV 98	PAYROLL
017336	01713	INCOLSA	-21.00	03 NOV 98	VOID A/P #01706 & CHECK-PD.
017342	01714	AMER. LIBRARY ASSOCIATION	55.00	03 NOV 98	1999 LIB.SYSTMS NEWLETTER S
017343	01715	ACE HARDWARE	18.66	03 NOV 98	BROOM,HARDWARE,SPRAY PAINT,C
017344	01716	ANNE-MARIE EGAN	8.00	03 NOV 98	COPIES
017345	01717	ANTHEM BLUE CROSS AND BLUE S	2865.24	03 NOV 98	HEALTH PREMIUM-12 EMPLOYEES-
017346	01718	APPLETON'S BOOKS & GENEALOGY	130.42	03 NOV 98	GENEALOGY CD-ROM'S AND DATAB
017347	01719	ASSOCIATION OF INDIANA MUSEU	33.00	03 NOV 98	1998 DIR. OF INDIANA MUSEUMS
017348	01720	BAKER & TAYLOR	6685.21	03 NOV 98	BOOKS, GIFT BOOKS, A.V.
017349	01721	BEN FRANKLIN	10.05	03 NOV 98	CHILDREN PROGRAMS-DEMOTTE
017350	01722	BETHANY HOUSE PUBLISHERS	23.93	03 NOV 98	BOOKS

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017351	01723	BIERMA HARDWARE, INC.	136.79	03 NOV 98	MAILBOX & POLE,LIGHT BULBS-W
017352	01724	BLACK MAGAZINE AGENCY	20.95	03 NOV 98	HERB COMPANION SUBSCRIPTION-
017352	01824	BLACK MAGAZINE AGENCY	-20.95	10 NOV 98	VOID CHECK & A/P #01724-RET'
017353	01725	CAMPBELL PRINTING COMPANY	109.75	03 NOV 98	LETTERHEAD STATIONERY
017354	01726	CHARLOTTE FAGEN	70.98	03 NOV 98	LEAF BAGS, MILEAGE
017355	01727	CROSSWIND SERVICES, INC.	20.00	03 NOV 98	NOVEMBER INTERNET ACCESS
017356	01728	CULLIGAN	49.55	03 NOV 98	WATER & COOLER RENTAL-NOV.
017357	01729	DAVIDSON TITLES INC.	353.22	03 NOV 98	BOOKS
017358	01730	DEHAAN CONSTRUCTION, INC.	75.00	03 NOV 98	VENT PIPE CAP-DEMOTTE LIB.
017359	01731	DEMOTTE OFFICE SUPPLY	11.44	03 NOV 98	RING BINDER,COLUMNAR PAD,IND
017360	01732	DEMCO	41.43	03 NOV 98	BOOK CLEANER,MARKERS,FILE CA
017361	01733	DIANA KOOY	23.40	03 NOV 98	MILEAGE
017362	01734	DIANE KROS	27.60	03 NOV 98	MILEAGE
017363	01735	GA FOODS GROUP	10.11	03 NOV 98	CHILDREN PROGRAM-RENS.
017364	01736	GAIL JUNG	24.70	03 NOV 98	DEMOTTE PETTY CASH
017365	01737	GAIL JUNG	123.45	03 NOV 98	MILEAGE,ADDRESS LABELS-WHEAT
017366	01778	GALE RESEARCH INC.	1048.28	09 NOV 98	SM.BUS.SRCBK,CONT.AUTHOR,BRD
017366	01738	GALE RESEARCH INC.	1048.28	03 NOV 98	SM.BUS.SRCEBK,CONT.AUTHORS,B
017366	01777	GALE RESEARCH INC.	-1048.28	09 NOV 98	CORRECT APPROP. ENTRY,A/P #0
017367	01739	GROLIER PUBLISHING COMPANY	267.07	03 NOV 98	BOOKS-STANDING ORDER
017368	01740	HP PRODUCTS CORP.	404.67	03 NOV 98	ICE MELT,KLEENEX,TP,PAPER TO
017369	01741	H. W. WILSON COMPANY	308.00	03 NOV 98	VERTICAL FILE-RENS,READERS G
017370	01742	INDIANA CHAMBER OF COMMERCE	225.00	03 NOV 98	ENVIRONMENTAL REG.UPDATE,10/
017371	01743	INGRAM	167.64	03 NOV 98	BOOKS
017372	01744	INSPIRATIONAL BOOK DISTRIBUT	2990.92	03 NOV 98	BOOKS,A.V.
017373	01745	JACK STANDISH	60.60	03 NOV 98	MILEAGE-HP WORKSHOP
017374	01746	JACKIE REAGAN	7.12	03 NOV 98	AFTER-SCHOOL PROGRAM-RENS.
017375	01747	LEANNE YORK	75.44	03 NOV 98	POSTAGE-ORAL HISTORY BINDING
017376	01748	LEGAL DIRECTORIES PUBLISHING	56.00	03 NOV 98	1998 & 1999 KV H.S.YEARBOOKS
017377	01749	LYNN DAUGHERTY	98.92	03 NOV 98	1998 INDIANA LEGAL DIRECTORY
017378	01750	M W INSURANCE AGENCY	35.00	03 NOV 98	PROF.MTG EXPENSES,PLAQUE,MIL
017379	01751	MARLENE BEEDLE	57.00	03 NOV 98	WORKER'S COMP. INSURANCE COV
017380	01752	MITCHELL REPAIR INFORMATION	460.60	03 NOV 98	MILEAGE-DISTRICT I
017381	01753	MONTGOMERY KONE,INC.	363.97	03 NOV 98	REPAIR MANUALS
017382	01754	NORTHWESTERN INDIANA TELEPHO	148.92	03 NOV 98	SERVICE CALL-BAD FAN ON ELEV
017383	01755	OAG BUSINESS TRAVEL PLANNER	149.00	03 NOV 98	TELEPHONE-NOV-DEMOTTE
017384	01756	PATTY STRINGFELLOW	13.20	03 NOV 98	BUSINESS TRAVEL PLANNER-1999
017385	01757	PHILIP N. HOWARD	55.00	03 NOV 98	MILEAGE
017386	01758	PHILIP N. HOWARD	55.00	03 NOV 98	GENERAL MTNCE-DEMOTTE
017387	01759	POSTMASTER GENERAL	705.00	03 NOV 98	STAMPS: 2000-32's;40-\$1.00;
017388	01760	PRECISION CONTROL SYSTEMS, I	1712.75	03 NOV 98	FALL QTLY.MTNCE;AC OIL PRESS
017388	01760	PUBLISHING SALES CONSULTANTS	85.60	03 NOV 98	BOOKS
017389	01761	QUILL	191.35	03 NOV 98	CALENDAR,BINDERS,CONST.PAPER
017390	-01762	R.R. BOWKER	533.66	03 NOV 98	BOOKS IN PRINT, 98-99
017391	01763	REGENT BOOK CO., INC.	30.22	03 NOV 98	BOOKS
017392	01764	RENSSELAER REPUBLICAN	32.95	03 NOV 98	BOOKS
017393	01765	SECURITY COURIERS CORP.	585.60	03 NOV 98	CIRCULATION CLERK AD-RENS.
017394	01766	SIMON & SCHUSTER SCHOOL GROU	29.63	09 NOV 98	COURIER SERVICE,10/9-10/23/9
					BOOK

REGISTER OF CLAIMS
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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017395	01767	SIMPLEX TIME RECORDER CO.	694.00	09 NOV 98	DIALER FOR ALARM SYSTEM-RENS
017396	01768	SPRINT	129.26	09 NOV 98	LONG DISTANCE-OCTOBER 1998
017397	01769	STEPHANIE FILSON	13.20	09 NOV 98	MILEAGE
017398	01770	TOWN OF DEMOTTE	43.12	09 NOV 98	SEWER SERVICE-SEPTEMBER-DEMO
017399	01771	TOWN OF WHEATFIELD SEWER WOR	41.05	09 NOV 98	SEWER SERVICE-NOVEMBER-WHEAT
017400	01772	TYSEN'S COUNTRY GROCERY, INC	23.45	09 NOV 98	CHILDREN PROGRAMS-DEMOTTE
017401	01773	TYSEN'S FAMILY FOOD CENTER	4.60	09 NOV 98	FOCUS GROUP EXPENSES
017402	01774	UNIVERSITY MICROFILMS INTERN	66.43	09 NOV 98	RENS.REPUBL.MICROFICHE,5/1-8
017403	01775	WAL-MART STORES, INC.	35.90	09 NOV 98	VIDEO
017404	01776	WALSTRA FINE CUT	132.00	09 NOV 98	SEP.LAWN CARE-DEMOTTE LIB.
017405	01779	JASPER COUNTY PUBLIC LIBRARY	200000.00	06 NOV 98	45 DAY CD PURCHASE
017406	01819	INCOLSA	10.00	10 NOV 98	INCOLSA FALL BD.MTG,11/17-DA
017407	01820	INDIANA DEFERRED COMPENSATIO	931.56	10 NOV 98	WITHHELD FROM 10 NOV 98 PAYR DAUGHERTY,KOBY,KOPANDA,SCHUL FAGEN,FILSON,WOODS,STRINGFEL
017408	01821	SPRINT	1285.44	10 NOV 98	RENS. LOCAL PHONE-NOV & DATA
017409	01865	ANTHEM LIFE	93.00	25 NOV 98	DECEMBER PREMIUM-18 EMPLOYEE OCTOBER & NOVEMBER PREMIUM-D
017410	01866	INDIANA DEFERRED COMPENSATIO	931.56	25 NOV 98	WITHHELD FROM PAYROLL 25 NOV DAUGHERTY,KOBY,KOPANDA,SCHUL FAGEN,FILSON,STRINGFELLOW,WO
017411	01867	NIPSCO	2896.63	25 NOV 98	UTILITIES-WHEAT;10/9/98-11/1 DEMOTTE;10/15/98-11/16/98
017412	01868	SPRINT	162.89	25 NOV 98	WHEATFIELD TELEPHONE NOVEMBE
--TOTAL AMOUNT OF CLAIMS--			275919.98		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 275919.98. Dated 14 DEC 98.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
November 30, 1998

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$2,343.32	\$24,098.49
DeMotte	\$876.52	\$9,273.82		
Rensselaer	\$944.79	\$9,775.77		
Wheatfield	\$522.01	\$5,048.90		
PHOTOCOPIES.....			\$489.07	\$6,596.63
DeMotte	\$154.40	\$2,575.98		
Rensselaer	\$229.22	\$3,055.51		
Wheatfield	\$105.45	\$965.14		
CARDS.....			\$70.00	\$821.00
DeMotte	\$20.00	\$235.00		
Rensselaer	\$40.00	\$434.00		
Wheatfield	\$10.00	\$152.00		
COMPUTER DISKS.....			\$1.40	\$18.30
INTEREST.....			\$406.11	\$14,921.75
TAXES.....			\$480,249.90	\$1,039,290.45
Property Tax	\$284,833.40	\$610,159.98		
Financial Institution Tax	\$0.00	\$700.86		
License Excise Tax	\$0.00	\$34,820.61		
Local Option/Certified Shares	\$174,710.00	\$349,420.00		
Local Option/Property Tax Repl.	\$20,706.50	\$41,413.00		
State Distribution	\$0.00	\$2,776.00		
REFUNDS.....			\$53.55	\$2,616.90
Program Fee	\$0.00	\$20.00		
Postage	\$0.00	\$10.43		
Utility-Telephones	\$0.00	\$3.05		
1997 Polk's Magazine Subscripti	\$0.00	\$283.96		
overpayment-Sch. Specialty	\$0.00	\$29.90		
AEC One Stop-returned cd	\$0.00	\$8.49		
Meeting reservations cancelled	\$0.00	\$259.18		
Reimbursement-INCOLSA Work:	\$0.00	\$23.71		
Office Supply reimbursement	\$0.00	\$21.89		
Insurance Claim	\$0.00	\$1,851.24		
Hotel Accommodation partial reir	\$0.00	\$16.50		
Refund-Federal Reserve Bulletin	\$0.00	\$35.00		
Rebate-Quill Office Supplies	\$53.55	\$53.55		
TOTAL OPERATING FUND RECEIPTS.....			\$483,613.35	\$1,088,363.52
PLAC FUND.....			\$0.00	\$88.00
GIFT FUNDS.....			\$125.00	\$4,446.80
DeMotte	\$0.00	\$395.00		
Rensselaer	\$125.00	\$3,549.99		
Wheatfield	\$0.00	\$501.81		
BOND & INTEREST REDEMPTION FUND.....			\$178,669.66	\$405,197.11
Property Tax	\$178,669.66	\$382,914.19		
Financial Institution Tax	\$0.00	\$439.64		
License Excise Tax	\$0.00	\$21,842.17		
Close out-Construction Account	\$0.00	\$1.11		
HOST/HOSPITALITY FUND.....			\$0.00	\$4,685.54
LIBRARY IMPROVEMENT FUND.....			\$127.65	\$1,399.08
ORAL HISTORY GRANT FUND.....			\$0.00	\$0.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$0.00
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$0.00
STATE TECHNOLOGY GRANT 1997.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$0.00	\$17.92
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$0.00
TOTAL RECEIPTS - ALL FUNDS.....			\$662,535.66	\$1,504,197.97

REGISTER OF CLAIMS
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 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 11 Dec 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
FED. EFT	01985	INTERNAL REVENUE SERVICE CEN	5936.44	10 DEC 98	FICA & FED TAXES WITHHELD 10 REF.#48730211, TRANSFER 11 D
TRANSFER	01987	JASPER COUNTY PUBLIC LIBRARY	200000.00	09 DEC 98	CD #7121000757 MATURED
IND. EFT	01986	INDIANA DEPARTMENT OF REVENUE	1919.82	18 DEC 98	STATE & COUNTY TAXES WITHHEL REF.#08168,VERIF.#36,12/10/9
007875	01906	AMBER M. BAGGERLY	67.94	10 DEC 98	PAYROLL
007876	01881	MARLENE BEEDLE	517.29	10 DEC 98	PAYROLL
007877	01907	ERIN M. BOER	106.67	10 DEC 98	PAYROLL
007878	01888	BRADLEY, MICHELLE HEEKE	907.67	10 DEC 98	PAYROLL
007880	01875	GLENDA BROWN	639.89	10 DEC 98	PAYROLL
007881	01878	RENEE CARR	535.16	10 DEC 98	PAYROLL
007882	01883	CAVINDER, RACHAEL D.	498.93	10 DEC 98	PAYROLL
007883	01905	VALERIE A. COLVIN	285.47	10 DEC 98	PAYROLL
007885	01877	LYNN DAUGHERTY	996.86	10 DEC 98	PAYROLL
007886	01903	JENNIFER L. EVERS	253.38	10 DEC 98	PAYROLL
007888	01870	CHARLOTTE FAGEN	398.80	10 DEC 98	PAYROLL
007889	01890	STEPHANIE D. FILSON	489.05	10 DEC 98	PAYROLL
007890	01901	KELLY M. GUDEMAN	60.03	10 DEC 98	PAYROLL
007891	01892	SANDRA L. HESTERMAN	279.29	10 DEC 98	PAYROLL
007893	01880	ROSE E. HOWARD	537.88	10 DEC 98	PAYROLL
007894	01904	TRISHA K. HUHNS	35.29	10 DEC 98	PAYROLL
007895	01882	GAIL M. JUNG	689.31	10 DEC 98	PAYROLL
007896	01876	DIANA KOOS	531.74	10 DEC 98	PAYROLL
007897	01873	JOAN KOPANDA	505.30	10 DEC 98	PAYROLL
007898	01874	KROS, DIANE	609.60	10 DEC 98	PAYROLL
007899	01898	SHEILA MAXWELL	828.54	10 DEC 98	PAYROLL
007900	01894	KRISTINE L. MAYS	366.82	10 DEC 98	PAYROLL
007901	01889	DIANE M. OPOLSKI	423.19	10 DEC 98	PAYROLL
007902	01900	NATHAN A. PLANT	80.99	10 DEC 98	PAYROLL
007903	01891	JACKIE REAGAN	709.20	10 DEC 98	PAYROLL
007904	01887	LISA RUSHER	508.89	10 DEC 98	PAYROLL
007905	01871	SHARON SCHULENBERG	589.28	10 DEC 98	PAYROLL
007906	01902	NANETTE T. SPEACHT	103.42	10 DEC 98	PAYROLL
007907	01885	JACK STANDISH	394.57	10 DEC 98	PAYROLL
007908	01896	PATRICIA STRINGFELLOW	495.22	10 DEC 98	PAYROLL
007909	01872	JILL TACHTIRIS	652.41	10 DEC 98	PAYROLL
007910	01897	LINDA THOMPSON	205.32	10 DEC 98	PAYROLL
007911	01899	VAN KLEY, APRIL L.	112.80	10 DEC 98	PAYROLL
007912	01908	VIROK, ROSE MARIE	93.67	10 DEC 98	PAYROLL
007913	01893	VIRGINIA VIS	87.06	10 DEC 98	PAYROLL
007914	01895	VIRGINIA L. VIS	165.70	10 DEC 98	PAYROLL
007915	01879	WHITED, AMBER	530.02	10 DEC 98	PAYROLL
007916	01886	MARGARET M. WOODS	522.80	10 DEC 98	PAYROLL
007917	01909	DENISE YENTES	81.44	10 DEC 98	PAYROLL
007918	01884	LEANNE YORK	946.45	10 DEC 98	PAYROLL
017413	01910	CITY OF RENSSELAER	1822.05	10 DEC 98	NOV. UTILITIES-RENSSELAER,10
017414	01911	INDIANA DEFERRED COMPENSATIO	931.56	10 DEC 98	WITHHELD FROM 10 DEC 98 PAYR DAUGHERTY,KOOS,KOPANDA,SCHUL FAGEN,WOODS,STRINGFELLOW,FIL

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 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 11 Dec 98

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017415	01912	NORTHWESTERN INDIANA TELEPHO	145.15	10 DEC 98	DEMOTTE TELEPHONES-DEC.1998
017418	01913	SPRINT	148.32	10 DEC 98	LONG DISTANCE-NOV.1998
017419	01914	TOWN OF DEMOTTE	43.12	10 DEC 98	DEMOTTE SEWER SERVICE-OCTOBE
017420	01915	TOWN OF WHEATFIELD SEWER WOR	41.05	10 DEC 98	WHEATFIELD SEWER SERVICE-DEC
017421	01916	A.E. BOYCE CO., INC.	22.61	14 DEC 98	W-2 & 1099 Forms
017422	01917	Al's Construction, Inc.	55.00	14 DEC 98	Install deadbolt lock/women'
017423	01918	ANTHEM BLUE CROSS AND BLUE S	2865.24	14 DEC 98	HEALTH PREMIUM-12 EMPLOYEES-
017424	01919	APPLETON'S BOOKS & GENEALOGY	278.96	14 DEC 98	CD-ROM'S-FTH CENSUS INDEX,MA OHIO VITAL RECORDS,PASSENGER
017425	01920	AUSTIN BOOK SALES	110.84	14 DEC 98	BOOKS
017426	01921	AVC CORPORATION	198.00	14 DEC 98	NOV./DEC. FINANCIAL COMP. AG
017427	01922	BAKER & TAYLOR	8120.22	14 DEC 98	BOOKS, GIFT BOOKS, AV MATERI
017428	01923	BETHANY HOUSE PUBLISHERS	17.16	14 DEC 98	BOOKS
017429	01924	BLACK MAGAZINE AGENCY	3.95	14 DEC 98	ANNUAL SUBCRP. HERB COMPANIO CREDIT/RANGER RICK
017430	01925	BOOKPAGE	180.00	14 DEC 98	ANNUAL SUBCRPT. BOOKPAGE:D,R
017431	01926	BROWN'S GARDEN SHOPPE	2192.50	14 DEC 98	LAWN MAINT./JUN,JUL,AUG,SEP, 15 YDS MULCH-RENSSELAER
017432	01927	CHELSEA HOUSE PUBLISHERS	16.96	14 DEC 98	BOOK
017433	01928	CONSOLIDATED INSURANCE AGENC	200.00	14 DEC 98	1999 TREAS. & ASST. TREAS. B
017434	01929	CROSSWIND SERVICES, INC.	40.00	14 DEC 98	SEP. & DEC. INTERNET ACCESS
017435	01930	CULLIGAN	9.95	14 DEC 98	DEC. WATER COOLER RENTAL-WHE
017436	01931	DARYL'S PASTRY SHOP	31.00	14 DEC 98	ANNIV. OPEN HOUSE SUPPLIES
017437	01932	DAVIDSON TITLES INC.	134.43	14 DEC 98	BOOKS
017438	01933	DEMCO	88.18	14 DEC 98	NORBOND,DISPLAY FRAMES,BOOK
017439	01934	DIANA KOBY	25.20	14 DEC 98	MILEAGE
017440	01935	DIANE KROS	28.50	14 DEC 98	MILEAGE
017441	01936	DIANE OPOLSKI	24.00	14 DEC 98	MILEAGE;ILF REF. CONF.
017442	01937	ELLISON EDUCATIONAL EQUIPMEN	408.98	14 DEC 98	DIE CUT MACHINE,STORAGE RACK
017443	01938	ELRON SOFTWARE, INC.	2882.00	14 DEC 98	SOFTAC METERING SOFTWARE
017444	01939	FASE'S WATER TREATMENT & FLO	52.50	14 DEC 98	REDOUT-DEMOTTE
017445	01940	GAIL JUNG	7.14	14 DEC 98	DEM. PETTY CASH-POSTAGE,REPO
017446	01941	GAIL JUNG	29.26	14 DEC 98	RENS. PETTY CASH-POSTAGE,CRP OPEN HOUSE SUPPLIES
017447	01942	GAIL JUNG	1.62	14 DEC 98	WHEATFIELD PETTY CASH
017448	01943	GAIL JUNG	108.60	14 DEC 98	MILEAGE;BKBP WRKSH,MGMT. MT
017449	01944	GALE RESEARCH INC.	242.04	14 DEC 98	BOOKS
017450	01945	GAYLORD BROS.	14676.55	14 DEC 98	ANNUAL GALAXY SOFTWR/HARDWR ANNUAL MARC SUBSCRPT,SIGN HO
017451	01946	HAINES & COMPANY, INC.	580.50	14 DEC 98	CRISS-CROSS DIRECTORIES
017452	01947	HECKMAN BINDERY, INC.	173.32	14 DEC 98	22 BOOKS
017453	01948	HERITAGE OFFICE PRODUCTS, IN	1486.33	14 DEC 98	SERV.CONTR.3055 COPIER;10/98 16,222 COPY OVER RUN-REN
017454	01949	HIGHSMITH CO. INC.	71.00	14 DEC 98	MAGAZINE BINDERS
017455	01950	HOLMES PLUMBING	35.00	14 DEC 98	REPAIRS TO MEN'S RESTROOM UR
017456	01951	HP PRODUCTS CORP.	383.43	14 DEC 98	ICE MELT,KLEENEX,PAPER TOWEL OCTOBER WORKSHOP
017457	01952	INDIANA JIM'S LOCKERY	45.00	14 DEC 98	REPAIR TO MTG. RM. LOCK AND

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Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
017458	01953	INDIANA VISUAL & AUDIO NETWO	1650.00	14 DEC 98	1999 CD-ROM AGREEMENT-D,R &
017459	01954	INDIANAPOLIS NEWSPAPERS, INC	93.60	14 DEC 98	ANNUAL SUBCRP. TO 12/18/99-R
017460	01955	INFORMATION ACCESS COMPANY	3290.00	14 DEC 98	HEALTH REF.;1/1/99-12/31/99;
017461	01956	INFORMATION PLUS	458.10	14 DEC 98	BOOKS
017462	01957	INGRAM	114.78	14 DEC 98	BOOKS
017463	01958	INSPIRATIONAL BOOK DISTRIBUT	133.97	14 DEC 98	BOOKS
017464	01959	KOLORTECH, INC.	342.45	14 DEC 98	4' FLUORESCENT BULBS
017465	01960	KRISTINE L.MAYS	51.00	14 DEC 98	MILEAGE;BOOK REPAIR WRKSH.
017466	01961	LANDMARK AUDIOBOOKS	15.00	14 DEC 98	REPLACEMENT TAPES "BEST LAID
017467	01962	LAWN CARE CONSULTANTS	730.00	14 DEC 98	LAWN MOWING;7/11-10/9/98;PRU ROCK, MULCH, LEAF REMOVAL-WH
017468	01963	LEISURE ARTS	29.91	14 DEC 98	BOOK
017469	01964	LISA RUSHER	27.00	14 DEC 98	MILEAGE;CIRC. COUNTERPARTS
017470	01965	LYNN DAUGHERTY	111.00	14 DEC 98	MILEAGE
017471	01966	MARLENE BEEDLE	25.20	14 DEC 98	MILEAGE, COPIES OF DEMOTTE C
017472	01967	MICHELLE HEEKE BRADLEY	72.60	14 DEC 98	MILEAGE;IVAN MTG. & IOLUG MT
017473	01968	PATTY STRINGFELLOW	67.80	14 DEC 98	MILEAGE;REF. WRKSH. & ASK C
017474	01969	PRECISION CONTROL SYSTEMS, I	187.50	14 DEC 98	RESET/CHECK OIL PRESSURE & S
017475	01970	QUILL	549.01	14 DEC 98	DOTS,CONTACT PAP.,TAPE,FOLDE RIBBONS,TONER,CALC.,PENCIL S
017476	01971	R.R. BOWKER	445.80	14 DEC 98	BOOKS
017477	01972	RACHAEL CAVINDER	5.40	14 DEC 98	MILEAGE-BOOKTALKS
017478	01973	REBECCA NELSON	10.49	14 DEC 98	REIMBURSEMENT/BOOK WEDGED IN
017479	01974	REGENT BOOK CO., INC.	20.39	14 DEC 98	BOOKS
017480	01975	SECURITY COURIERS CORP.	936.96	14 DEC 98	TRANSPORT SERVICE;10/30 - 11
017481	01976	SHARON B. WISEMAN	2174.09	14 DEC 98	9/21-9/22/98 FOCUS GRP. CONS
017482	01977	SHEILA MAXWELL	225.60	14 DEC 98	MILEAGE
017483	01978	SIMON & SCHUSTER SCHOOL GROU	30.71	14 DEC 98	BOOK
017484	01979	SPRINT	1285.44	14 DEC 98	RENS. LOCAL PHONE-DEC & DATA
017485	01980	T.C.& M., INC.	380.68	14 DEC 98	D-REPAIR/REPLACE LANDSCAPE L CLEANED FIXTURES, REPAIR JUN
017486	01981	THINK TANK INFORMATION SYSTE	13807.07	14 DEC 98	INTRANETWARE 4.1;COMP. ASSOC BIG BLOCK 115 HRS
017487	01982	VIDEO STORE SHOPPER	87.00	14 DEC 98	CD SLEEVES
017488	01983	WAL-MART STORES, INC.	82.93	14 DEC 98	PLEDGE,CHILDREN'S PROGRAM SU
017489	01984	WALSTRA FINE CUT	99.00	14 DEC 98	LAWN MOWING;10/5,10/12,10/21
017490	01988	GA FOODS GROUP	6.00	14 DEC 98	CHILDREN PROGRAM SUPPLIES-RE

--TOTAL AMOUNT OF CLAIMS-- 291203.30

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 291203.30. Dated 14 DEC 98.



JASPER COUNTY PUBLIC LIBRARY

☒ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

December 29, 1998

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

	Added Amount Appropriated		Amount Reduced
2.13 Other Office Supplies	\$ 900.12	2.32 Paint and Painting Supplies	\$ 189.33
2.23 Other Operating Supplies	\$ 1044.19	2.41 Library Supplies	\$ 1825.47
2.42 Automation Supplies	\$ 70.49		
3.23 Traveling Expense	\$ 646.93	3.22 Postage	\$ 1195.91
3.24 Professional meetings	\$ 548.98		
3.41 Official Bonds	\$ 50.00	3.42 Other Insurance	\$ 4903.74
3.61 Building & Structures	\$ 4641.17	3.51 Gas	\$12981.68
3.62 Equipment	\$13194.25		
4.51 Books	\$ 3352.19	4.52 Periodicals & Newspapers	\$ 4090.92
4.53 Non-Print Materials	\$ 738.73		
TOTAL	\$ 25187.05		\$25187.05

Deanne Marie Egan
Jan A. Hays
Mark Hays
Donald K. Hays

ACCOPRESS®

25970	YELLOW
25971	BLACK
25972	LIGHT BLUE
25973	DARK BLUE
25974	LIGHT GRAY
25975	LIGHT GREEN
25976	DARK GREEN
25977	TANGERINE
25978	RED
25979	EXECUTIVE RED

GENUINE PRESSBOARD



ACCO INTERNATIONAL INC.
CHICAGO, ILLINOIS 60619

